

Order Entry User Manual

CliniComp, Intl.

Turning Information Into Intelligence

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- User Notes -

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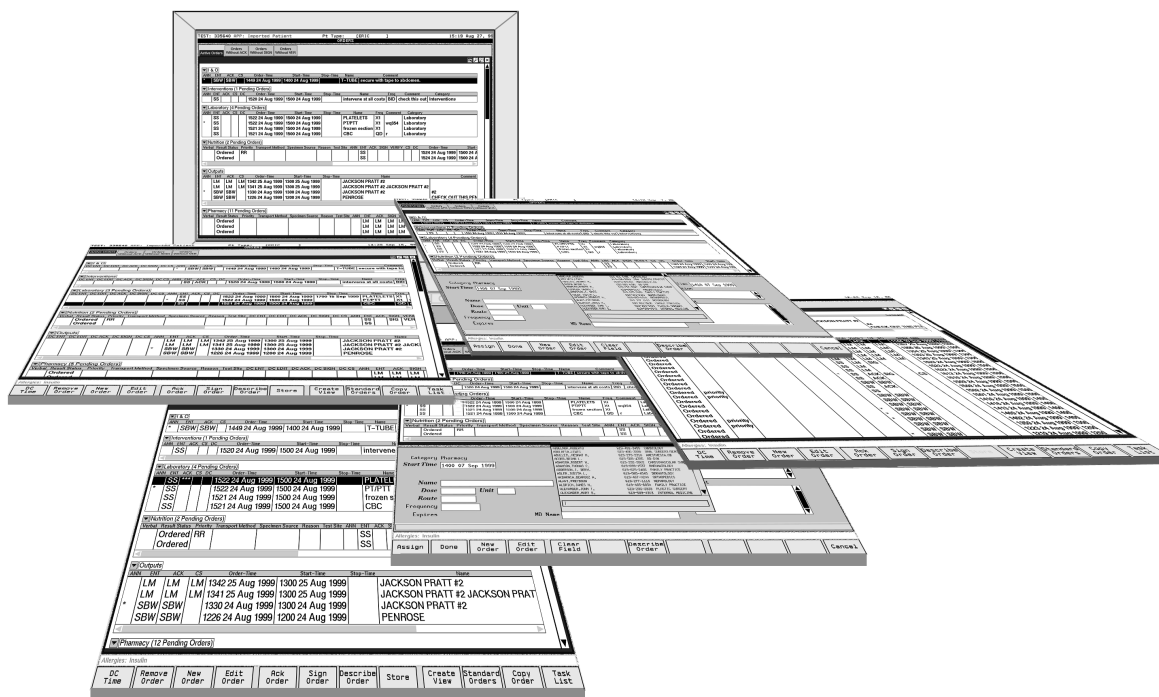
Beginning Order Entry

Preface

Overview - All about Order Entry

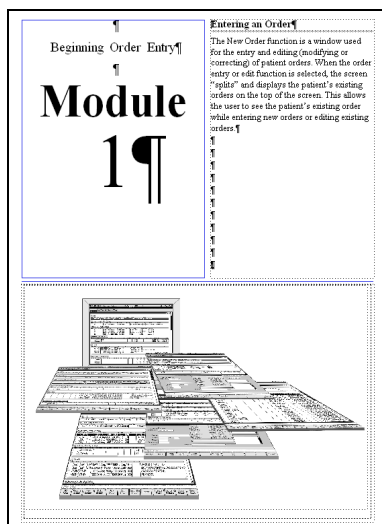
The CliniComp, Intl. Order Entry software product (OE) enables users to create and communicate order information.

The OE ensures ordered information is sent to interface engines and ancillary departments.



- User Notes -

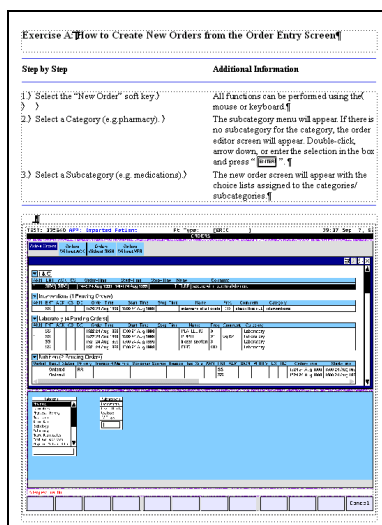
How to Use This Manual



Title Page

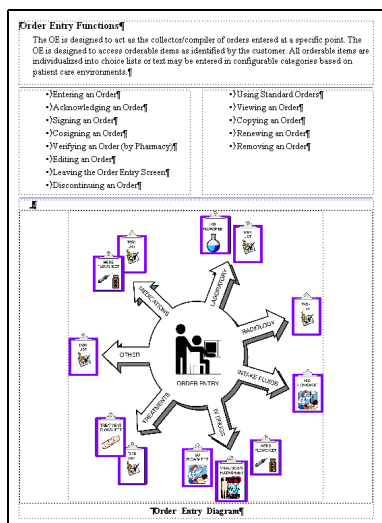
Each manual is written in modular learning blocks that introduce users to related concepts and exercises.

Every title module begins with a title page that identifies the start of a module and encapsulates the main concepts covered in the module.



Step- by- Step Exercise

Module exercises are presented in a format designed for all types of users. The left column is a step-by-step path to complete the exercise. The right column complements the exercise steps, providing additional information.



Description Page

The exercises are preceded by an explanation of the concepts to be illustrated. Additional information is included in the exercise for quick reading and referencing.



Modular Learning Blocks

This manual consists of sections of related information called modules. A module is designed for your training needs. The modules are intended for self-study.

Each manual follows the normal class content which includes sample exercises for you to complete. The exercises contain keystroke sequences to familiarize you with the operation of the software.

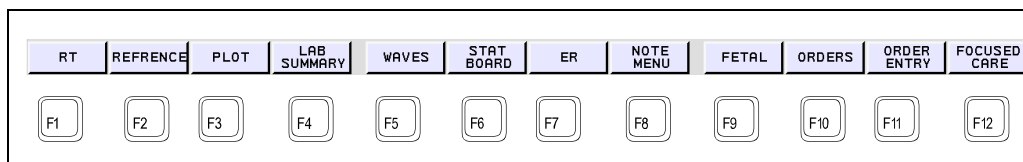
By design, modules may be used independently or out of sequence. An exercise file that is used in more than one module is given a unique name for each new module.

Keyboard Functions

- **Numeric Keypad** - The ten (10) key keypad is provided for speed in numeric data entry. The ten (10) key numbers function the same as those numeric keys on the keyboard.
- **Function Keys** - The top row of keys on the keyboard marked  through  are called "Function Keys." Each function key can perform more than one function. These different functions are labeled at the bottom of each screen.



Soft Keys



The soft keys are displayed at the bottom of your screen. The soft keys can be configured to represent a particular action/screen. These labels are arranged in sets of four to correspond to the function keys on the keyboard.



Soft Key Layout

Soft Key Navigation

Navigating between system applications (i.e, the clinical flowsheets/screens) is performed via the Navigation keys. These keys are pre-determined and are dependent on the hospital's environment. To access the order entry screen, hold down the  or  key and locate and press the order entry soft key.

The soft keys are dependent on the screen selected. Soft keys are visible on every screen. To perform the desired soft key operation, press the function keys  through  on the keyboard corresponding to the label.

Manual Overview

This Manual contains the following:

- Introduction** Provides “*A Quick Tour of the Order Entry Graphical User Interface*” such as product description, Order Entry features, screen features, and new order features.
- Module 1** Provides “*How to Create New Orders from the Order Entry Screen*”. A tutorial that quickly teaches you how to enter orders.
- Module 2** Provides “*How to Acknowledge an Order*”. A tutorial that quickly teaches you how to acknowledge orders.
- Module 3** Provides “*How to Sign an Order*”. A tutorial that quickly teaches you how to sign orders.
- Module 4** Provides “*How to Cosign an Order*”. A tutorial that quickly teaches you how to cosign orders.
- Module 5** Provides “*How to Verify an Order*”. A tutorial that quickly teaches you how to verify orders.
- Module 6** Provides “*How to Edit an Order*”. A tutorial that quickly teaches you how to edit orders.
- Module 7** Provides “*How to Exit Order Entry*”. A tutorial that quickly teaches you how to exit the order entry screen.
- Module 8** Provides “*How to Discontinue an Order*”. A tutorial that quickly teaches you how to discontinue orders, edit DC’d orders, acknowledge DC’d orders, sign DC’d orders, cosign DC’d orders, verify DC’d orders, and DC a locked order.
- Module 9** Provides “*How to Enter Standard Orders*”. A tutorial that quickly teaches you how to enter standard orders.
- Module 10** Provides “*How to View an Order*”. A tutorial that quickly teaches you how to view orders.
- Module 11** Provides “*How to Copy an Order*”. A tutorial that quickly teaches you how to copy orders.
- Module 12** Provides “*How to Renew an Order*”. A tutorial that quickly teaches you how to renew orders.
- Module 13** Provides “*How to Remove an Order*”. A tutorial that quickly teaches you how to remove orders.
- Module 14** Provides “*How to Access and View a Tasklist*”. A tutorial that quickly teaches you how to access and view a tasklist.
- Module 15** Provides “*How to Annotate an Order*”. A tutorial that quickly teaches you how to annotate orders.
- Appendix A** Provides “*Troubleshooting*”. Identifies problems that may occur while using the CliniComp, Intl.’s CIS hardware or software and references potential solutions to the problems.
- Appendix B** Provides “*Glossary of Terms*”. Provides definitions and acronyms for the Order Entry product.
- Appendix C** Provides “*Drug Screening Interface*”. Provides an overview of some key features of the new Drug Screening Interface.

Change Recommendations

Recommendations and input concerning changes to this manual are welcomed and appreciated! We strive to produce the highest quality documentation available and value your feedback.

You may submit change recommendations by faxing (858) 625-4166 or mailing your markup to: Clinicom, Intl., Attn.: Technical Publications Manager, 9655 Towne Centre Drive, San Diego, CA 92121.

Assumptions About Reader Knowledge

Familiarity with the CliniComp Clinical Information System and keyboard functions are desirable, but not essential. Most applications are ready for you to log on and start working on the system. Please see your system administrator for any further setup.

After reading the entire manual, if you encounter any difficulties operating the software, we recommend acquiring the systems administrator's help or someone on -site who is familiar with the problem. If on-site help is not available, the reader should call their configuration analyst or Clinicom, Intl. representative. We are happy to assist you in operating and maintaining your new Order Entry Software.

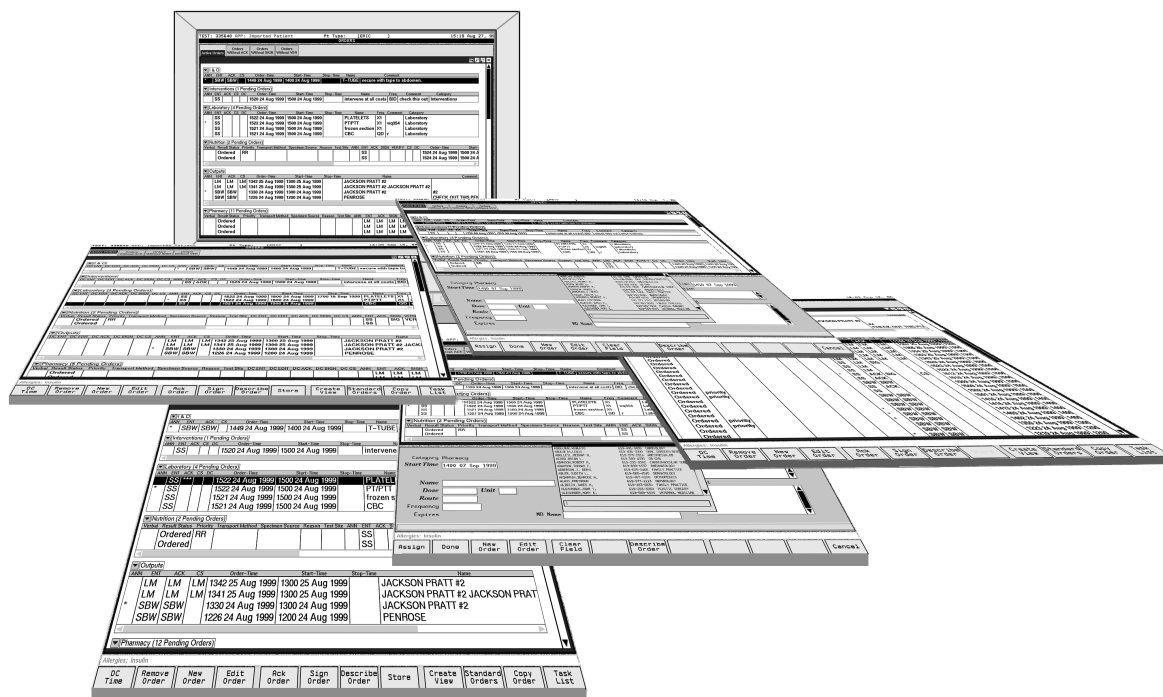
Beginning Order Entry

Introduction

A Quick Tour of Order Entry - GUI

This hands on introduction to Order Entry (OE) provides an overview of some key features of the new Order Entry Graphical User Interface (GUI).

For more step-by-step instructions on how to use the functions introduced. Refer to the following modules for more information.



- User Notes -

Order Entry Functions

The OE is designed to act as the collector/compiler of orders entered at a specific point. The OE is designed to access orderable items as identified by the customer. All orderable items are individualized into choice lists or text may be entered in configurable categories based on patient care environments. The OE has the capabilities of the following:

- Entering an Order
- Acknowledging an Order
- Signing an Order
- Cosigning an Order
- Verifying an Order (by Pharmacy)
- Editing an Order
- Leaving the Order Entry Screen
- Discontinuing an Order
- Using Standard Orders
- Viewing an Order
- Copying an Order
- Renewing an Order
- Removing an Order

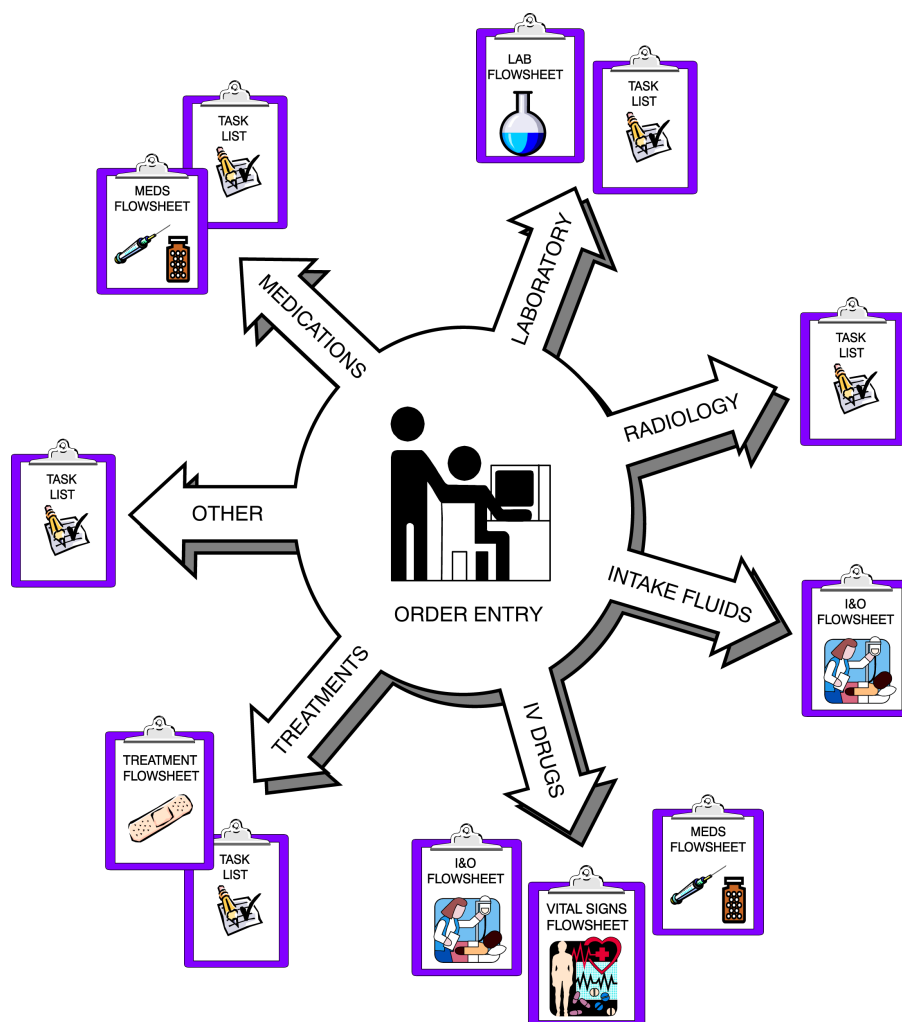


Figure 1-1. Order Entry Diagram

Accessing the Order Entry Screen

The following is a basic description of the OE. The procedures will take you through step-by-step in order to access the OE screen.

Selecting the Order Entry screen

When selecting the OE, your screen function keys can be configured to be located among any of the twelve (12) function keys. To access the OE from the Patient Control Screen (Figure 1-2), perform the following:

Note: *These screens and buttons have been configured for demo and test purposes. Please be advised that this section is based on a test configuration. Your facility could be configured differently. We are providing you with an example for a possible scenario.*

1. Press the “**ALT**” and “**F12**” key simultaneously, (depending on your configuration) and select the OE screen function key.

Note: *You may also use the mouse cursor to select the Order Entry soft key.*

Good Wave Dave 300-1 Phy: Brookstone(attend) (Env ICU) 09:31 Jan 10, 2006

BED	Name	MRN	Physician
2. 300-2	Good Wave Dave	50423932	Brookstone(attend)
3. 300-3	Balloon Pump Bette	50464444	Dr. Brookstone
4. 300-4	Respiratory Rita	33559673	Dr. YY
5. 300-5	Mr. Mess	50464883	Dr. Brookstone
6. 300-6	Diabetic Dan	50432262	Dr. Brookstone
7. 300-7	Ann Jelina	34342423	
8. 300-8	Massive Head Wound Harry	50424334	Dr. Brookstone
9. 300-9	Chester Openchest	50461160	Dr. Brookstone
10. 300-10			
11. 300-11	TCI	50469896	Dr. Brookstone
12. 300-12			
13. 300-13			
14. 300-14			
15. 300-15			
16. 300-16			
17. 300-17			
18. 300-18			
19. 300-19			
20. 300-20	test orders	32432	
21. BED-HOLD			

UNITS:
 100.DISCH 101.NOBED 102. ICU 103.MED/SURG 104.PEDS 105.PSYCH 106.ANTENATAL/OUTPT 107.LDR
 108.PERINATAL 109.NEWBORN 110.NICU 111.PICU 112.PRE-ADMIT 113.ASU 114.OR/PACU 115.ED
 116.ED-FOLLOWUP 117.ED-OPTION 118.CANCEL-UNIT 119.CPA 120.TRAIN 121.TEST 122.ACS

Select bed/unit:

ENVIRONMENT: ICU

Change Env	Admissn Data	Find Patient	Admit	Discharg	Transfer	Print etc...	CQL	LOCK
------------	--------------	--------------	-------	----------	----------	--------------	-----	------

Figure 1-2. Patient Control Screen

Order Entry Main Screen

The OE Screen is the main screen. From this screen, patient orders are displayed, created and managed. Figure 1-3 is an overview of the screen's features. Refer Table 1-1 on the following pages for additional information on each feature.

Order Signature Status: TEST: 338640 APP: Imported Patient Pt Type: [ERIC] 11:49 Sep 3, 99

View Tabs: Active Orders, Orders Without ACK, Orders Without SIGN, Orders Without VER

Section Columns: Section, Order-Time, Start-Time, Stop-Time, Name, Comment

View/Zoom Icons: View, Zoom, Print, Close

Section: I & O

ANN	ENT	ACK	CS	Order-Time	Start-Time	Stop-Time	Name	Comment
*	SBW	SBW		1449 24 Aug 1999	1400 24 Aug 1999		T-TUBE	secure with tape to abdomen.

Interventions (1 Pending Orders)

ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Freq	Comment	Category
	SS				1520 24 Aug 1999	1500 24 Aug 1999		intervene at all costs	BID	check this out	Interventions

Laboratory (4 Pending Orders)

ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Freq	Comment	Category
	SS				1522 24 Aug 1999	1500 24 Aug 1999		PLATELETS	X1		Laboratory
*	SS				1522 24 Aug 1999	1500 24 Aug 1999		PT/PTT	X1	wq354	Laboratory
	SS				1521 24 Aug 1999	1500 24 Aug 1999		frozen section	X1		Laboratory
	SS				1521 24 Aug 1999	1500 24 Aug 1999		CBC	QD	r	Laboratory

Nutrition (2 Pending Orders)

Verbal	Result Status	Priority	Transport Method	Specimen Source	Reason	Test Site	ANN	ENT	ACK	SIGN	VERIFY	CS	DC	Order-Time	Start-Time
Ordered		RR						SS						1524 24 Aug 1999	1500 24 A
Ordered								SS						1524 24 Aug 1999	1500 24 A

Outputs

ANN	ENT	ACK	CS	Order-Time	Start-Time	Stop-Time	Name	Comment
	LM	LM	LM	1342 25 Aug 1999	1300 25 Aug 1999		JACKSON PRATT #2	
	LM	LM	LM	1341 25 Aug 1999	1300 25 Aug 1999		JACKSON PRATT #2	JACKSON PRATT #2
*	SBW	SBW		1330 24 Aug 1999	1300 24 Aug 1999		JACKSON PRATT #2	#2
	SBW	SBW		1226 24 Aug 1999	1200 24 Aug 1999		PENROSE	CHECK OUT THIS PEN

Pharmacy (11 Pending Orders)

Verbal	Result Status	Priority	Transport Method	Specimen Source	Reason	Test Site	ANN	ENT	ACK	SIGN	VERIFY	CS	DC	Order-Time	Start-Time
Ordered								LM	LM	LM	LM	LM	LM	1357 25 Aug 1999	1300
Ordered								LM	LM	LM	LM	LM	LM	1355 25 Aug 1999	1300
Ordered								LM	LM	LM	LM	LM	LM	1354 25 Aug 1999	1300

Allergies: Allergies: Insulin

Buttons: DC Time, Remove Order, New Order, Edit Order, Ack Order, Sign Order, Describe Order, Store, Create View, Standard Orders, Copy Order, Task List

Figure 1-3 Order Entry Screen

Order Entry Screen Features

Table 1-1. Order Entry Screen Features


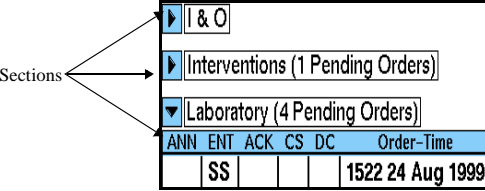
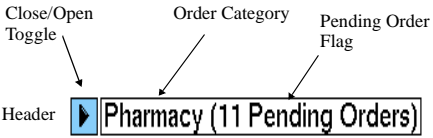
Feature	Description	Screen Graphic
View Tabs	The patient's orders can be quickly searched when entering or editing an order with the results displayed in its own "view" or screen. The title of each view is graphically displayed at the top of the screen as a Tab to a folder. This way the many different views can be quickly selected for review without repeating the search. A View Tab can be selected with a left mouse click or by using the SHIFT+LEFT & RIGHT ARROW keys. (Default view tabs are configurable)	
Section	<p>Orders are grouped and displayed on the OE Screen by their category (selected by the user when placing an order) that the order will be displayed under on the OE Screen. Each order category is separated into sections on the screen.</p> <p>The sections can collapse by clicking on the inverted triangle or the collapsed section can be opened by clicking on the right-facing triangle</p>	
Section/ Header	<p>Each section contains a header that states the category type and if there are any orders pending in that category.</p> <p>The system will update the Pending Orders Flag with the number of orders needing acknowledgment by the licensed practitioner.</p>	

Table 1-1. Order Entry Screen Features - Continued

Feature	Description	Screen Graphic																				
Section Columns	<p>The content of an order is displayed in columns within the appropriate section on the screen. The columns differ depending upon the order’s category type such as a Lab order versus IV drug order.</p> <p>The sequence in which the section’s columns are displayed is configurable per environment.</p>	<table><tr><th>Name</th><th>Freq</th><th>Comment</th><th>Category</th></tr><tr><td>VQ Scan</td><td>QAM</td><td></td><td>Radiology</td></tr><tr><td>CT Head No Contrast</td><td>QAM</td><td></td><td>Radiology</td></tr><tr><td>Aortic Arch Angio</td><td>X4</td><td></td><td>Radiology</td></tr><tr><td>Chest X-ray</td><td>QAM</td><td></td><td>Radiology</td></tr></table>	Name	Freq	Comment	Category	VQ Scan	QAM		Radiology	CT Head No Contrast	QAM		Radiology	Aortic Arch Angio	X4		Radiology	Chest X-ray	QAM		Radiology
Name	Freq	Comment	Category																			
VQ Scan	QAM		Radiology																			
CT Head No Contrast	QAM		Radiology																			
Aortic Arch Angio	X4		Radiology																			
Chest X-ray	QAM		Radiology																			
Cursor	<p>The cursor is a horizontal bar with the selected order displayed in reverse video. An order can be quickly selected by pressing the down arrow on your keyboard or left mouse clicking on the order from the “Order Entry” screen.</p>	<table><tr><td>Social Work</td><td>X1</td><td></td><td>1102 29 Mar 1999</td></tr></table>	Social Work	X1		1102 29 Mar 1999																
Social Work	X1		1102 29 Mar 1999																			
View/ Zoom Icons	<p>The View/Zoom Icons allow the user to quickly access the Custom View function, adjust the font size of the order in the view or remove the view from the OE screen.</p>	<div>Edit View Decrease Font Size Increase Font Size Close View</div> <div></div>																				
Allergies	<p>The patient’s allergies as charted on Admission will automatically display on the Order Management Screen.</p>	<div>Allergies: Insulin</div>																				
Verbal Orders	<p>To enter a Verbal Order, check the V/O box located in the new order screen or the D/C order window. When an original Verbal Order is stored, “O” will appear in the V/O box. If a Verbal Order is DC’d by a Verbal Order then “OD” will appear in the V/O box. If a Non-Verbal Order is D/C’d by a Verbal Order, then “D” will appear in the V/O box.</p>	<table><tr><th>V/O</th><th>DC ENT</th></tr><tr><td>O</td><td></td></tr></table>	V/O	DC ENT	O																	
V/O	DC ENT																					
O																						









Mouse and Keyboard Shortcut Functions

The Order Entry Screen is designed for keyboard and mouse navigation with some shortcuts available. Table 1-2 and 1-3 provide mouse and keyboard shortcuts for using order entry.

Table 1-2. Mouse Shortcuts

Mouse Functions	Description
Click	Click to select function keys Click to select order
Double-Click	Double clicking on an order to select the order editor

Table 1-3. Keyboard Shortcuts

Keyboard Functions	Description
 +   + 	The “Shift and Arrow” keys selects the View Tabs
   	The “Arrow” keys move up, down, left, and right through the screen

New Order Screen

There are two ways to enter the new order screen.

- From the Order Entry screen, select the New Order soft key.
- From the Medication, Treatment or I/O Flowsheets, select the New Order soft key.

To enter a new order, select a category (e.g. pharmacy) then select a subcategory. Once a subcategory is selected (e.g. medications), the new order screen appears. If the selected category does not have a subcategory, the new order screen appears when a category is selected. The screen will provide fields and defaults for the selected category as determined for your facility.



Note: *The categories and subcategories shown in the “Category” and “Subcategory” box are set up by your facility. They will not necessarily be the same as those shown on the following screen.*

Category	Subcategory
Pharmacy	Medications
Laboratory	Crystalloids
Physical Therapy	Colloids
Nutrition	IV Drugs
Blood Bank	
Radiology	
Pulmonary	
Neuro Diagnostics	
Food and Nutrition	
Physical Med and Rehab	

Based on the assigned security levels, the orders may stay on the OE Screen or be sent to the interface engine or to ancillary departments. Orders may be edited until they are considered “locked”. All locked orders typically include physician signed or nurse acknowledged orders.

The new order screen is a window used for the entry and edit of patient orders. When the new order or edit function is selected, the screen “splits” and displays the patient’s existing orders on the top of the screen. This allows the user to see the patient’s existing order while entering new orders or editing existing orders.

The following is an overview of the screen’s features. Refer Table 1-4 for descriptions of additional information on each feature.

Table 1-4. New Order Screen Features

<p>Example: New Order Window for a Pharmacy Medication Order</p>		
Feature	Description	Screen Graphic
Field Name	Each “Field” in the New Order screen is identified with its name displayed next to the field. The name of the fields are <u>NOT</u> configurable.	
Field	The “Fields” that display on the New Order screen change depending upon the New Order category. Each New Order category contains specific fields that are needed to process the order. (i.e rate/fluid orders or frequency/medication orders. Different shades of color are used in the New Order screen to visually indicate the status of a field. For Example: The selected field is displayed in white. Inactive fields that cannot be changed, such as category, are shaded darker.	

Table 1-4. New Order Screen Features - Continued

Example: New Order Window for a Pharmacy Medication Order		
Feature	Description	Screen Graphic
Choice Lists	<p>A choice list is a listing of available entry choices, pre-configured to a specific field. Choice lists facilitate quick data input and help to standardize documentation.</p> <p>A choice list window will appear on the screen when the cursor is on the choice list field.</p> <p>An item on the choice list can be selected by either:</p> <ol style="list-style-type: none"> 1. Highlighting the item using the arrow keys or mouse to scroll, and then pressing the “ENTER” key: or 2. Double-clicking the item with the left mouse button. <p>All choice lists include a search function for filtering choices. With the entry of each character of an item’s name into the search/filter, available choices will be displayed.</p>	
Cursor	<p>The cursor on the New Order screen choice list appears as a black box. When editing a field, the cursor will appear as a vertical line. The cursor can be moved to a different field with a left click on the desired field or by the “tab” button.</p>	

Exercise A: How to Adjust the Font Size

The font size can be adjusted to three settings as defined by the site. The default size is set. The OE screen can be customized to use different font sizes for a user to zoom in and out of the displayed orders. See the following figure for adjusting the fonts using the zoom icons.

To Adjust the Font Size, perform the following:

- Step 1.** To increase the font size of all orders displayed on the screen, press the “Zoom In” soft key. See Figure 1-4.



Note: *The font size will increase to the next larger font size as defined by the site. Each time the “Zoom In” soft key is pressed, the size of the orders will increase.*

This same function is available via the mouse by clicking on the “Zoom In” icon.

- Step 2.** To decrease the font size of all orders displayed on the screen, press the “Zoom Out” soft key. See Figure 1-4.

Note: *The font size will decrease to the next smaller font size as defined by the site. Each time the “Zoom Out” soft key is pressed, the size of the orders will decrease.*

This same function is available via the mouse by clicking on the “Zoom Out” icon.

Zoom Out   Zoom In

	ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Freq
Default	*	SS				1522 24 Aug 1999	1500 24 Aug 1999		PLATELETS	X1
		SS				1522 24 Aug 1999	1500 24 Aug 1999		PT/PTT	X1
		SS				1521 24 Aug 1999	1500 24 Aug 1999		frozen section	X1
		SS				1521 24 Aug 1999	1500 24 Aug 1999		CBC	QD
Zoom In Once	*	SS				1522 24 Aug 1999	1500 24 Aug 1999		PLATELETS	X1
		SS				1522 24 Aug 1999	1500 24 Aug 1999		PT/PTT	X1
		SS				1521 24 Aug 1999	1500 24 Aug 1999		frozen section	X1
		SS				1521 24 Aug 1999	1500 24 Aug 1999		CBC	QD
Zoom In Twice	*	SS				1522 24 Aug 1999	1500 24 Aug 1999		PLATELETS	X1
		SS				1522 24 Aug 1999	1500 24 Aug 1999		PT/PTT	X1
		SS				1521 24 Aug 1999	1500 24 Aug 1999		frozen section	X1
		SS				1521 24 Aug 1999	1500 24 Aug 1999		CBC	QD

Figure 1-4 Adjusting Font Sizes

Custom Views for the Order Entry Screen

The custom view provides how a patient's orders may be customized, sorted or displayed. Additionally, orders with a particular status such as 'D/C'd Orders,' 'Not CounterSigned,' 'New Orders,' etc. can also be reviewed. See Figure 1-5.

The user only needs to "check off" one or more of the sort options listed in the "Custom View" window to generate a new sort. Refer to the following table for sorting features.

TEST: 335640 APP: Imported Patient Pt Type: [ERIC] 11:49 Sep 3, 99

ORDERS

Active Orders Orders Without ACK Orders Without SIGN Orders Without VER

I & O

ANN	ENT	ACK	CS	Order-Time	Start-Time	Stop-Time	Name	Comment
*	SBW	SBW		1449 24 Aug 1999	1400 24 Aug 1999		T-TUBE	secure with tape to abdomen.

Interventions (1 Pending Orders)

ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Freq	Comment	Category
	SS				1520 24 Aug 1999	1500 24 Aug 1999		intervene at all costs	BID	check this out	Interventions

Laboratory (4 Pending Orders)

ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Freq	Comment	Category
	SS				1522 24 Aug 1999	1500 24 Aug 1999		PLATELETS	X1		Laboratory
*	SS				1522 24 Aug 1999	1500 24 Aug 1999		PT/PTT	X1	wq354	Laboratory
	SS				1521 24 Aug 1999	1500 24 Aug 1999		frozen section	X1		Laboratory
	SS				1521 24 Aug 1999	1500 24 Aug 1999		CBC	QD	r	Laboratory

Nutrition (2 Pending Orders)

Verbal	Result Status	Priority	Transport Method	Specimen Source	Reason	Test Site	ANN	ENT	ACK	SIGN	VERIFY	CS	DC	Order-Time	Start-Time
	Ordered		RR					SS						1524 24 Aug 1999	1500 24 A
	Ordered							SS						1524 24 Aug 1999	1500 24 A

Outputs

ANN	ENT	ACK	CS	Order-Time	Start-Time	Stop-Time	Name	Comment
	LM	LM	LM	1342 25 Aug 1999	1300 25 Aug 1999			
	LM	LM	LM	1341 25 Aug 1999	1300 25 Aug 1999			
*	SBW	SBW		1330 24 Aug 1999	1300 24 Aug 1999			
	SBW	SBW		1226 24 Aug 1999	1200 24 Aug 1999			

Pharmacy (11 Pending Orders)

Verbal	Result Status	Priority	Transport Method	Specimen Source	Reason	Test Site	ANN	ENT	ACK	SIGN	VERIFY	CS	DC	Order-Time	Start-Time
	Ordered							LM						1357 25 Aug 1999	1300
	Ordered							LM						1355 25 Aug 1999	1300
	Ordered							LM						1354 25 Aug 1999	1300

Allergies: Insulin

DC Time Remove Order New Order Edit Order Ack Order Sign Order Describe Order Store Create View Standard Orders Copy Order Task List

Figure 1-5. Creating Custom Views

Table 1-5. Custom View Screen Features

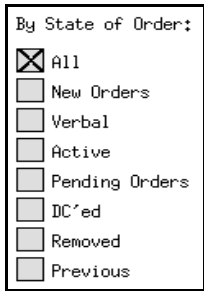
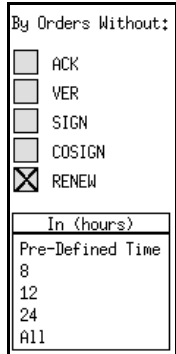
Feature	Description	Screen Graphic
By State of Order	This sort will display all orders by a particular order state. The default is "All". (Example: Display all discontinued orders for the patient's stay.) An example of a <u>previous order</u> is an order that has been DC'd and the original order was replaced by the DC order making the original order a previous state.	
By Orders Without	This sort will display all orders that need a signature. (Example: Display all Unsigned orders.) An example of orders without renew is orders that have an expiration time. The pull down menu gives the time blocks (8, 12, 24 in hours) when the orders expire. Predefined time is configurable. All means any order with an expiration time.	

Table 1-5. Custom View Screen Features - Continued

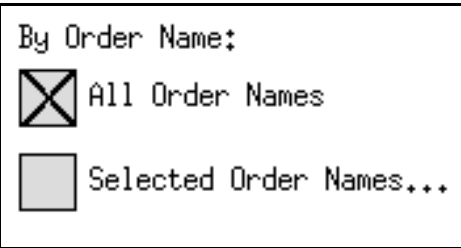

Feature	Description	Screen Graphic
By Order Name	This sort will display all orders by a specific order name. The default is "All Order Names". The "Selected Order Names" choice list displays the order name as they appear in the name field in the "Order Name" window. The choice lists available are based on the contents and status of the orders assigned to the patient. (Example: Display all insulin orders.)	
By Category	This sort will display all orders by a specific category. The default is "All Categories". The Selected Categories choice list displays the specific categories. The choice lists available are based on the contents and status of the orders assigned to the patient. (For Example, only after a pharmacy order is placed will pharmacy be available as a choice in the category choice list.)	

Table 1-5. Custom View Screen Features - Continued

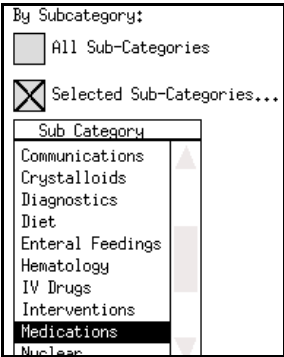

Feature	Description	Screen Graphic
By Subcategory	This sort will display all orders by specific category. The default is "All Sub-Categories". The choice lists available are based on the contents and status of the orders assigned to the patient. (Example: Display all pharmacy medication orders)	
By Chart Review	This sort will display all orders over a specified period of time. The default time is 24 hours. Once the Chart Check box is clicked, the start time and or end time can be changed by clicking on the corresponding check box.	

Table 1-5. Custom View Screen Features - Continued

Example Custom View Window		
<div> <div> <p>By State of Order:</p> <p><input checked="" type="checkbox"/> All</p> <p><input type="checkbox"/> New Orders</p> <p><input type="checkbox"/> Verbal</p> <p><input type="checkbox"/> Active</p> <p><input type="checkbox"/> Pending Orders</p> <p><input type="checkbox"/> DC'ed</p> <p><input type="checkbox"/> Removed</p> <p><input type="checkbox"/> Previous</p> </div> <div> <p>By Orders Without:</p> <p><input type="checkbox"/> ACK</p> <p><input type="checkbox"/> VER</p> <p><input type="checkbox"/> SIGN</p> <p><input type="checkbox"/> COSIGN</p> <p><input checked="" type="checkbox"/> RENEW</p> <p>In (hours):</p> <p>Pre-Defined Time</p> <p>8</p> <p>12</p> <p>24</p> <p>All</p> </div> <div> <p>By Order Name:</p> <p><input type="checkbox"/> All Order Names</p> <p><input checked="" type="checkbox"/> Selected Order Names...</p> <p>Order Name</p> <p>ABDOKINASE</p> <p>ACETAMINOPHEN</p> <p>ACETAZOLAMIDE</p> <p>ASPIRIN</p> <p>Aortic Arch Angio</p> <p>CALAN SR</p> <p>CBC</p> <p>DS_45NS</p> <p>TSSA</p> <p>DIGOXIN</p> </div> </div> <div> <p>CUSTOM VIEW</p> <p>By Category:</p> <p><input type="checkbox"/> All Categories</p> <p><input checked="" type="checkbox"/> Selected Categories...</p> <p>Category</p> <p>ADT</p> <p>Laboratory</p> <p>Nutrition</p> <p>Pharmacy</p> <p>Pt.Care-Activity/ADL</p> <p>Pt.Care-Elimination</p> <p>Radiology</p> <p>Tester</p> </div> <div> <p>By Subcategory:</p> <p><input type="checkbox"/> All Sub-Categories</p> <p><input checked="" type="checkbox"/> Selected Sub-Categories...</p> <p>Sub Category</p> <p>ADT</p> <p>Activity</p> <p>Angiograph</p> <p>Catheters</p> <p>Crystalloids</p> <p>Diet</p> <p>Exercises</p> <p>Inputs</p> <p>Laboratory</p> <p>Medications</p> <p>For Chart Review:</p> <p><input type="checkbox"/> Chart Check</p> <p>Start Time: 1519 1 Nov 1999</p> <p>End Time: 1519 2 Nov 1999</p> </div> <div> <p>By Physician:</p> <p><input type="checkbox"/> All Physicians</p> <p><input checked="" type="checkbox"/> Selected Physicians...</p> <p>MD Names</p> <p>Andersen, Kurt</p> <p>Anderson, David</p> <p>Arbisser, Amir</p> <p>Arnold, David</p> <p>Banas, John</p> <p>Bayrakdar, Ahmad</p> <p>Bell, Mark</p> <p>Bertrache, J. Michael</p> <p>Bishop, John</p> <p>Blechle, Kevin</p> <p>Bohn, Gregory</p> <p>Bovenmyer, Dan</p> <p>Bull, James</p> </div> <div> <p>By Standard Order Set:</p> <p><input type="checkbox"/> All Standard Orders</p> <p><input checked="" type="checkbox"/> Selected Standard Orders...</p> <p>Standard Orders</p> <p>Reg1692 Test Set</p> </div>		
Feature	Description	Screen Graphic
By Physician	Each order requires that a physician's name is entered via the MD Name field. This sort will display all orders assigned by a specific physician. The default is "All Physicians". The choice lists available are based on the names of physicians who have written orders assigned to the patient. (Example: Display all orders placed by Dr. Smith needing his cosignature)	<div> <p>By Physician:</p> <p><input checked="" type="checkbox"/> All Physicians</p> <p><input type="checkbox"/> Selected Physicians</p> </div>
By Standard Order Set	This sort will display all orders contained in a specific Standard Order Set. The default for this sort is "All Standard Orders". (Example: Display the orders in the R/O MI standard order set)	<div> <p>By Standard Order Set:</p> <p><input checked="" type="checkbox"/> All Standard Orders</p> <p><input type="checkbox"/> Selected Standard Orders...</p> </div>

Selecting Multiple Orders

Multiple orders can be selected using the **CTRL** or **SHIFT** key. A message will be displayed if you are only able to select one order for the chosen action. Refer to Table 1-6.

Table 1-6. Selecting Multiple Orders

How Many Orders Can I Choose?	What Action Can I Perform?
Orders Display	
Multiple	DC Time
Multiple	DC - Sign
Multiple	DC - Cosign
Multiple	DC - Verify
Multiple	Ack Order
Multiple	Sign Order
Multiple	Cosign Order
Multiple	Verify Order
Multiple	Remove Order
Multiple	Restore Order
Single	Edit Order
Single	Describe Order
Single	Copy Order
Single	Renew Order
Single	Annotate Order
N/A	New Order
N/A	Store
Task List	
Single	Describe Order
N/A	Print
Standard Orders	
Multiple	Start Time
Multiple	Assign Order
Multiple	Remove Order
Single	Edit Order
N/A	Assign All

Permissions

The Order Entry screen accommodates the complicated authorization of order entry result reporting with additional permission sets. These additional permissions apply to user groups such as Physicians and Pharmacists. Refer to Table 1-7.

The Order Entry permissions provide the following:

- Entry of the order by the Ward Clerk or any other permission level.
- The RN acknowledgment of the entered order.
- The Pharmacist's verification of the drug order.
- The MD signature of an order (either attending MD or resident)
- The attending Physician's co-signature of signed order.

Table 1-7. Permissions Table for Order Entry

User	What User Can Do	What Happens
Ward Clerk	<ul style="list-style-type: none"> • Enter Orders • Edit Unlocked Order • DC Order • Remove Unlocked Order • Renew Order with Internal Expiration Time • Copy Order • Annotate Order (soft key) 	<ul style="list-style-type: none"> • Orders Entered • Order Edited • Order DC'd • Order Removed • Order Renewed (stop time changed) • Order Copied (original DC'd if requested) • Order Annotated
RN	<ul style="list-style-type: none"> • Enter Orders • Edit Unlocked Order • DC Order • Remove Unlocked Order • Renew Order with Internal Expiration Time • Copy Order • Annotate Order (soft key) • Acknowledge Order • Acknowledge DC'd Order 	<ul style="list-style-type: none"> • Orders Entered • Order Edited • Order DC'd • Order Removed • Order Renewed (stop time changed) • Order Copied (original DC'd if requested) • Order Annotated • Order Acknowledged • Order DC Acknowledged

Table 1-7. Permissions Table for Order Entry - Continued

User	What User Can Do	What Happens
MD	<ul style="list-style-type: none"> • Enter Orders • Edit Unlocked Order • DC Order • Remove Unlocked Order • Renew Order with Internal Expiration Time • Copy Order • Annotate Order (soft key) • Sign Order • Sign DC'd Order • Cosign Order (can use for attending MD if facility has Medical students, residents) • Cosign DC'd Order 	<ul style="list-style-type: none"> • Orders Entered • Order Edited • Order DC'd • Order Removed • Order Renewed (stop time changed) • Order Copied (original DC'd if requested) • Order Annotated • Order Signed • Order DC Signed • Order Cosigned • Order DC Cosigned
Pharmacist	<ul style="list-style-type: none"> • Enter Orders • Edit Unlocked Order • DC Order • Remove Unlocked Order • Renew Order with Internal Expiration Time • Copy Order • Annotate Order (soft key) • Verify Order 	<ul style="list-style-type: none"> • Orders Entered • Order Edited • Order DC'd • Order Removed • Order Renewed (stop time changed) • Order Copied (original DC'd if requested) • Order Annotated • Order Verified

Order Printing

Order Entry allows multiple options for printing. Printing can be performed by the following;

- Manually printing from the print menu.
- Autoprinting which allows printing to other departments (Configurable). This can be triggered on category, subcategory, or order action (Ack, Sign, Cosign, Verify, Entry, DC, Renew).
- Orders can be printed with usual chart printing.

New Features for the Kardex Summary Screen

The Kardex summary screen (Figure 1-6) will summarize configured groups of orders. The new features for the Kardex summary screens are as follows:

- Orders can be grouped into order type or tasklist type sections.
- Configurable columns can appear in the order section or tasklist type section.
- New columns (Scheduled for Order Type and Del (Delivery) for Task Type section.
- Ability to sort the orders within the section by clicking on the header.

Good Wave Dave 300-1 Phy: Brookstone(attend) (Env ICU) 11:41 Jan 10, 2000

K A R D E X

<table border="1"> <tr><td>ADT</td><td>1310</td><td>13 Aug</td></tr> <tr><td>DX</td><td>CABG</td><td></td></tr> <tr><td>AGE</td><td>73</td><td></td></tr> <tr><td>DOB</td><td>03/14/1926</td><td></td></tr> <tr><td>DATE OF ADMISSION</td><td>08/11/1998</td><td></td></tr> <tr><td>MRN</td><td>50423932</td><td></td></tr> </table>	ADT	1310	13 Aug	DX	CABG		AGE	73		DOB	03/14/1926		DATE OF ADMISSION	08/11/1998		MRN	50423932		<table border="1"> <tr><td>PHYSICIANS</td><td>1310</td><td>13 Aug</td></tr> <tr><td>PRIMARY</td><td>Brookstone(attend)</td><td></td></tr> <tr><td>ADMITTING</td><td>Brookstone(admit)</td><td></td></tr> <tr><td>CONSULTING</td><td></td><td></td></tr> <tr><td>CONSULTING</td><td></td><td></td></tr> <tr><td>CONSULTING</td><td></td><td></td></tr> </table>	PHYSICIANS	1310	13 Aug	PRIMARY	Brookstone(attend)		ADMITTING	Brookstone(admit)		CONSULTING			CONSULTING			CONSULTING			<table border="1"> <tr><td>FAMILY CONTACT</td><td>1310</td><td>13 Aug</td></tr> <tr><td>NOK</td><td>Mary Gray</td><td></td></tr> <tr><td>RELATION</td><td>spouse</td><td></td></tr> <tr><td>PHONE</td><td>222-1234</td><td></td></tr> <tr><td>WK PHONE</td><td></td><td></td></tr> </table>	FAMILY CONTACT	1310	13 Aug	NOK	Mary Gray		RELATION	spouse		PHONE	222-1234		WK PHONE		
ADT	1310	13 Aug																																																			
DX	CABG																																																				
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RELATION	spouse																																																				
PHONE	222-1234																																																				
WK PHONE																																																					

1310 13 Aug	
ALLERGIES	ACE INHIBITORS, NO KNOWN ALLERGIES
SURGICAL PROCEDURE	

MEDICATION ORDERS		
ANN Name	Start Time	
ALBUTEROL IN 3 CC NS	1500 1 Mar	
ALBUTEROL IN 3CC NS	1500 1 Mar	
HEPARIN	1500 1 Mar	
MAALOX	1500 1 Mar	
MARCAINE 0.5% 10 ML	1500 1 Mar	
MORPHINE	1500 1 Mar	
VISTARIL	1500 1 Mar	
ZANTAC	1500 1 Mar	
ZINACEF	1500 1 Mar	
Atropine	1500 1 Mar	
Versed	1500 1 Mar	

Tx Activity, Diet, Dressing changes		
ANN Name	Start Time	
DANGLE WHEN EXTUBATED	1500 1	
ODD/ IN CHAIR FOR MEALS	1500 1	
DIET AS TOLERATED	1500 1	
ICE CHIPS	1500 1	

ORDERED LABS		
ANN Name	Start Time	
ABG'S	1500 1 Mar 1	
BUN	1500 1 Mar 1	
CBC	1500 1 Mar 1	
CREATININE	1500 1 Mar 1	
LYTES	1500 1 Mar 1	
AFB	1500 1 Mar 1	
Biopsy	1500 1 Mar 1	
CBC	1500 1 Mar 1	
Cell Block	1500 1 Mar 1	
Cytology	1500 1 Mar 1	
Fungal	1500 1 Mar 1	
Gram stain and C&S	1500 1 Mar 1	
PT/PTT	1500 1 Mar 1	

IV DRIPS/IV FLUIDS		
ANN Name	Start Time	
Resp Rate	1200 6 Aug 19	
D5W+NITROGLYCERIN	1200 6 Aug 19	
Plasmanate	1200 6 Aug 19	
ENSURE PLUS	1400 21 May 19	
ALITRAQ	1400 21 May 19	
D5.33NS +20 mEq KCL	1500 1 Mar 19	

IV DRUG RATES		
ANN Name	Start Time	
D5W+NITROGLYCERIN		

2041 9:40 Jan 2041 9:40 Jan

Enter End Time	Set Time Interval	Print Screen	Custom Screen	Load Screen	Save Screen	Orders Mode
----------------	-------------------	--------------	---------------	-------------	-------------	-------------

Figure 1-6. Kardex Summary Screen

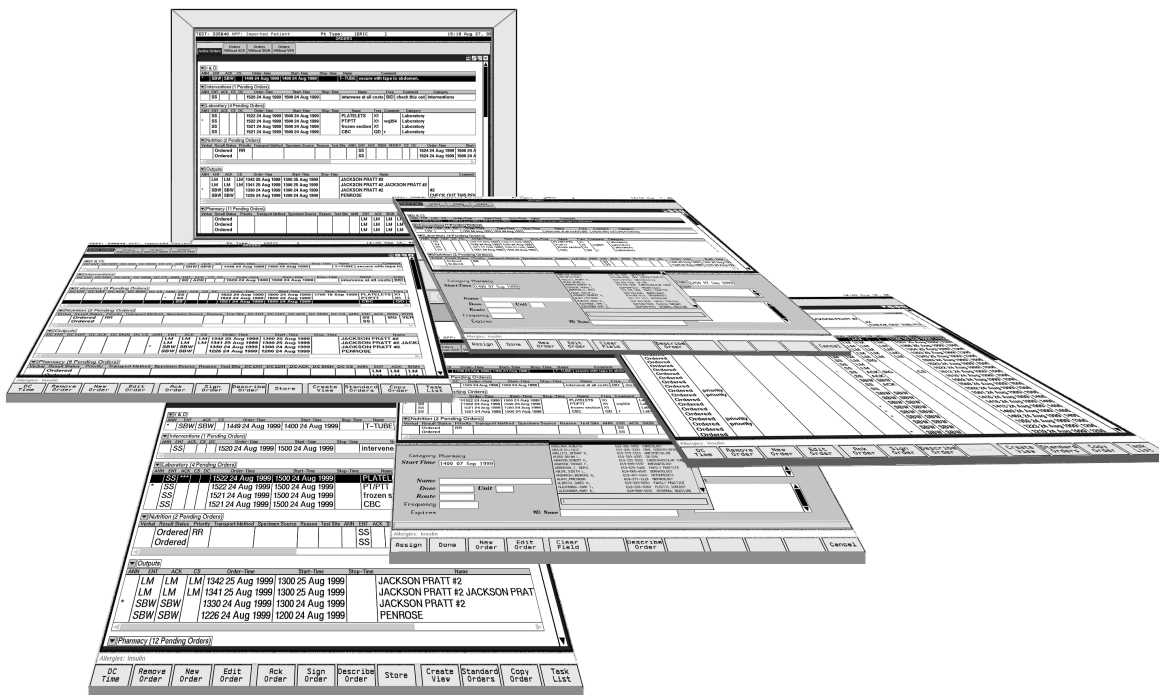
- User Notes -

Beginning Order Entry

Module 1

Entering an Order

The New Order function is a window used for the entry and editing (modifying or correcting) of patient orders. When the order entry or edit function is selected, the screen “splits” and displays the patient’s existing orders on the top of the screen. This allows the user to see the patient’s existing order while entering new orders or editing existing orders.



- User Notes -

Exercise A: How to Create New Orders from the Order Entry Screen

Step by Step	Additional Information
1. Select the “New Order” soft key.	All functions can be performed using the mouse or keyboard.
2. Select a Category (e.g. pharmacy).	The subcategory menu will appear. If there is no subcategory for the category, the order editor screen will appear. Double-click, arrow down, or enter the selection in the box and press “ ENTER ”.
3. Select a Subcategory (e.g. medications).	The new order screen will appear with the choice lists assigned to the categories/subcategories.

TEST: 335640 APP: Imported Patient Pt Type: [ERIC] 09:37 Sep 7, 99

ORDERS

Active Orders Orders Without ACK Orders Without SIGN Orders Without VER

I & O

ANN	ENT	ACK	CS	Order-Time	Start-Time	Stop-Time	Name	Comment
*	SBW	SBW		1449 24 Aug 1999	1400 24 Aug 1999		T-TUBE	secure with tape to abdomen.

Interventions (1 Pending Orders)

ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Freq	Comment	Category
	SS				1520 24 Aug 1999	1500 24 Aug 1999		intervene at all costs	BID	check this out	Interventions

Laboratory (4 Pending Orders)

ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Freq	Comment	Category
	SS				1522 24 Aug 1999	1500 24 Aug 1999		PLATELETS	X1		Laboratory
*	SS				1522 24 Aug 1999	1500 24 Aug 1999		PT/PTT	X1	wq354	Laboratory
	SS				1521 24 Aug 1999	1500 24 Aug 1999		frozen section	X1		Laboratory
	SS				1521 24 Aug 1999	1500 24 Aug 1999		CBC	QD	r	Laboratory

Nutrition (2 Pending Orders)

Verbal	Result	Status	Priority	Transport Method	Specimen Source	Reason	Test Site	ANN	ENT	ACK	SIGN	VERIFY	CS	DC	Order-Time	Start-Time
	Ordered		RR						SS						1524 24 Aug 1999	1500 24 Aug 1999
	Ordered								SS						1524 24 Aug 1999	1500 24 Aug 1999

Category: Pharmacy Laboratory Physical Therapy Nutrition Blood Bank Radiology Pulmonary Neuro Diagnostics Food and Nutrition Physical Med and Rehab

Subcategory: Medications Crystalloids Colloids IV Drugs

Allergies: Insulin

Cancel

Step by Step

Additional Information

4. Select an Order Name from the choice list.

Double-click, arrow down, or enter the selection in the box and press “**ENTER**”. The choicelist is configurable. The clear field soft key provides you a means to clear the field and enter a new name from the choice list.

5. Enter a Dose in the Dose Field.

Some fields may auto-fill depending on your configuration. Double-click, arrow down, or enter the selection in the box and press “**ENTER**”.

6. Enter a Route in the Route Field.

Field is configurable. Double-click, arrow down, or enter the selection in the box and press “**ENTER**”.

TEST: 335640 APP: Imported Patient Pt Type: [ERIC] 13:40 Sep 7, 99

ORDERS

Active Orders Orders Without ACK Orders Without SIGN Orders Without VER

I & O

ANN	ENT	ACK	CS	Order-Time	Start-Time	Stop-Time	Name	Comment
*	SBW	SBW		1449 24 Aug 1999	1400 24 Aug 1999		T-TUBE	secure with tape to abdomen.

Interventions (1 Pending Orders)

ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Freq	Comment	Category
	SS				1520 24 Aug 1999	1500 24 Aug 1999		intervene at all costs	BID	check this out	Interventions

Laboratory (4 Pending Orders)

ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Freq	Comment	Category
	SS				1522 24 Aug 1999	1500 24 Aug 1999		PLATELETS	X1		Laboratory
*	SS				1522 24 Aug 1999	1500 24 Aug 1999		PT/PTT	X1	wq354	Laboratory
	SS				1521 24 Aug 1999	1500 24 Aug 1999		frozen section	X1		Laboratory
	SS				1521 24 Aug 1999	1500 24 Aug 1999		CBC	QD	r	Laboratory

Nutrition (2 Pending Orders)

Reason	Test Site	ANN	ENT	ACK	SIGN	VERIFY	CS	DC	Order-Time	Start-Time
			SS						1524 24 Aug 1999	1500 24 Aug 1999
			SS						1524 24 Aug 1999	1500 24 Aug 1999

NEW ORDER

Sub Category Medications

Order Time 1340 07 Sep 1999

Annotation

Comment

Verbal Order ☐

Priority

MD Name

Category Start Time

Name

Dose Unit

Route

Frequency

Expires

Allergies: Insulin

Assign Done New Order Edit Order Clear Field Describe Order Cancel

Additional Information

Field is configurable.

TEST: 335640 APP: Imported Patient

Pt Type: [ERIC]

14:10 Sep 7, 99

ORDERS

Active Orders

Orders Without ACK

Orders Without SIGN

Orders Without VER

I & O

ANN	ENT	ACK	CS	Order-Time	Start-Time	Stop-Time	Name	Comment
*	SBW	SBW		1449 24 Aug 1999	1400 24 Aug 1999		T-TUBE	secure with tape to abdomen.

Interventions (1 Pending Orders)

ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Freq	Comment	Category
	SS				1520 24 Aug 1999	1500 24 Aug 1999		intervene at all costs	BID	check this out	Interventions

Laboratory (4 Pending Orders)

ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Freq	Comment	Category
*	SS				1522 24 Aug 1999	1500 24 Aug 1999		PLATELETS	X1		Laboratory
	SS				1522 24 Aug 1999	1500 24 Aug 1999		PT/PTT	X1	wq354	Laboratory
	SS				1521 24 Aug 1999	1500 24 Aug 1999		frozen section	X1		Laboratory
	SS				1521 24 Aug 1999	1500 24 Aug 1999		CBC	QD	r	Laboratory

Nutrition (2 Pending Orders)

Verbal	Result	Status	Priority	Transport Method	Specimen Source	Reason	Test Site	ANN	ENT	ACK	SIGN	VERIFY	CS	DC	Order-Time	Start-Time
	Ordered		RR						SS						1524 24 Aug 1999	1500 24 Aug 1999
	Ordered								SS						1524 24 Aug 1999	1500 24 Aug 1999

Category Pharmacy

Start Time 1400 07 Sep 1999

Name

Dose Unit

Route

Frequency

Expires

MD Name

ABIELMUR, ROBERTO 619-491-3455 CARDIOLOGY

ABULAFIA, LEWIS 619-496-3990 ORAL SURGERY/DENTIST

ABULLEIL, MEDHAT H. 619-279-2310 ANESTHESIA, OB

ACORD, BRIAN L. 619-589-4395 OB-GYN

ADAMSON, ROBERT H. 619-292-9902 CARDIOVASCULAR SURGE

ADAMSON, THOMAS C. 619-639-1537 RHEUMATOLOGY

ADLERSON, J. BERYL 619-625-2466 FAMILY PRACTICE

ADLER, JUDITH L. 619-565-4545 DERMATOLOGY

AKHANTIA, BEHROOZ A. 619-467-0200 ORTHOPEDICS

ALAVI, FREYDOUN 619-277-1113 NEPHROLOGY

ALBRICH, JAMES H. 619-483-6830 FAMILY PRACTICE

ALEXANDER, JOHN T. 619-293-3939 PLASTIC SURGERY

ALEXANDER, HARRY E. 619-589-4303 INTERNAL MEDICINE

Time 1410 07 Sep 1999

tion

t

Allergies: Insulin

Assign

Done

New Order

Edit Order

Clear Field

Describe Order

Cancel

Step by Step

Additional Information

11. Change the start time or order time if desired, or enter a stop time.
12. Press the “**Assign**” soft key if you wish to enter another order of the same category and subcategory.

Refer to the example below.

The new order screen remains in the same category and subcategory with empty fields.

TEST: 335640 APP: Imported Patient Pt Type: [ERIC] 14:20 Sep 7, 95

ORDERS

Active Orders Orders Without ACK Orders Without SIGN Orders Without VER

▼ I & O

ANN	ENT	ACK	CS	Order-Time	Start-Time	Stop-Time	Name	Comment
*	SBW	SBW		1449 24 Aug 1999	1400 24 Aug 1999		T-TUBE	secure with tape to abdomen.

▼ Interventions (1 Pending Orders)

ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Freq	Comment	Category
	SS				1520 24 Aug 1999	1500 24 Aug 1999		intervene at all costs	BID	check this out	Interventions

▼ Laboratory (4 Pending Orders)

ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Freq	Comment	Category
*	SS				1522 24 Aug 1999	1500 24 Aug 1999		PLATELETS	X1		Laboratory
	SS				1522 24 Aug 1999	1500 24 Aug 1999		PT/PTT	X1	wq354	Laboratory
	SS				1521 24 Aug 1999	1500 24 Aug 1999		frozen section	X1		Laboratory
	SS				1521 24 Aug 1999	1500 24 Aug 1999		CBC	QD	r	Laboratory

▼ Nutrition (2 Pending Orders)

Verbal	Result	Status	Priority	Transport Method	Specimen Source	Reason	Test Site	ANN	ENT	ACK	SIGN	VERIFY	CS	DC	Order-Time	Start-Time
	Ordered		RR						SS						1524 24 Aug 1999	1500 24 Aug 1999
	Ordered								SS						1524 24 Aug 1999	1500 24 Aug 1999

NEW ORDER

Category: [] Sub Category: Medications

Order Time: 1410 07 Sep 1999

Stop Time: 1510 07 Sep 1999

Assign

Verbal Order ☐

Priority: priority

MD Name: DAVIS, RONALD T.

Annotation: This is a sample annotation.

Comment: This is a sample comment.

Assign Done New Order Edit Order Clear Field Describe Order Cancel

Additional Information

13. After pressing “**Assign**”, if you want to change category or subcategory, press “**New Order**” Category list appears.
14. Press the “**Done**” soft key if you wish to return to the Order Screen.
15. Press the “**Store**” soft key if you wish to store order(s). Stores all previous entered orders.

[illegible]

Additional Information

The order will appear in the “**Orders**” screen.

TEST: 335640 APP: Imported Patient Pt Type: [ERIC] 14:29 Sep 7, 99

ORDERS

Active Orders

Orders Without ACK

Orders Without SIGN

Orders Without VER

* SS				1522 24 Aug 1999	1500 24 Aug 1999		PLATELETS	X1			Laboratory
SS				1522 24 Aug 1999	1500 24 Aug 1999		PT/PTT	X1	wq354		Laboratory
SS				1521 24 Aug 1999	1500 24 Aug 1999		frozen section	X1			Laboratory
SS				1521 24 Aug 1999	1500 24 Aug 1999		CBC	QD	r		Laboratory

▼ Nutrition (2 Pending Orders)

Verbal	Result Status	Priority	Transport Method	Specimen Source	Reason	Test Site	ANN	ENT	ACK	SIGN	VERIFY	CS	DC	Order-Time	Start-Time
	Ordered	RR						SS						1524 24 Aug 1999	1500 24 Aug 1999
	Ordered							SS						1524 24 Aug 1999	1500 24 Aug 1999

▼ Outputs

ANN	ENT	ACK	C
LM	LM	LM	L
LM	LM	LM	L
* SBW	SBW	SBW	
SBW	SBW	SBW	

▼ Pharmacy (12 Pending Orders)

Verbal	Result Status	Priority	Transport Method	Specimen Source	Reason	Test Site	ANN	ENT	ACK	SIGN	VERIFY	CS	DC	Order-Time	Start-Time
	Ordered							LM	LM	LM	LM	LM		1337 25 Aug 1999	1300 25 Aug 1999
	Ordered							LM	LM	LM	LM	LM		1343 25 Aug 1999	1300 25 Aug 1999
	Ordered							SS						1523 24 Aug 1999	1500 24 Aug 1999
	Ordered							SS						1523 24 Aug 1999	1500 24 Aug 1999
	Ordered							SS						1522 24 Aug 1999	1500 24 Aug 1999
	Ordered							SS						1512 24 Aug 1999	1500 24 Aug 1999
	Ordered							SS						1510 24 Aug 1999	1500 24 Aug 1999
	Ordered							SBW	SBW					1509 24 Aug 1999	1500 24 Aug 1999
	Ordered							SS						1508 24 Aug 1999	1500 24 Aug 1999
	Ordered	priority						SS						1502 24 Aug 1999	1500 24 Aug 1999
	Ordered	priority						SBW	SBW					1501 24 Aug 1999	1500 24 Aug 1999
	Ordered							SBW	SBW					1416 24 Aug 1999	1400 24 Aug 1999
	Ordered							SBW	SBW					1416 24 Aug 1999	1400 24 Aug 1999
	Ordered							SBW	SBW					1413 24 Aug 1999	1400 24 Aug 1999
	Ordered	priority						SBW	SBW					1409 24 Aug 1999	1400 24 Aug 1999
	Ordered	priority						SBW	SBW					1402 24 Aug 1999	1400 24 Aug 1999
	Ordered							SBW	SBW					1359 24 Aug 1999	1300 24 Aug 1999
	Ordered							SBW	SBW					1323 24 Aug 1999	1200 24 Aug 1999

Allergies: Insulin

OK

CANCEL

Beginning Order Entry

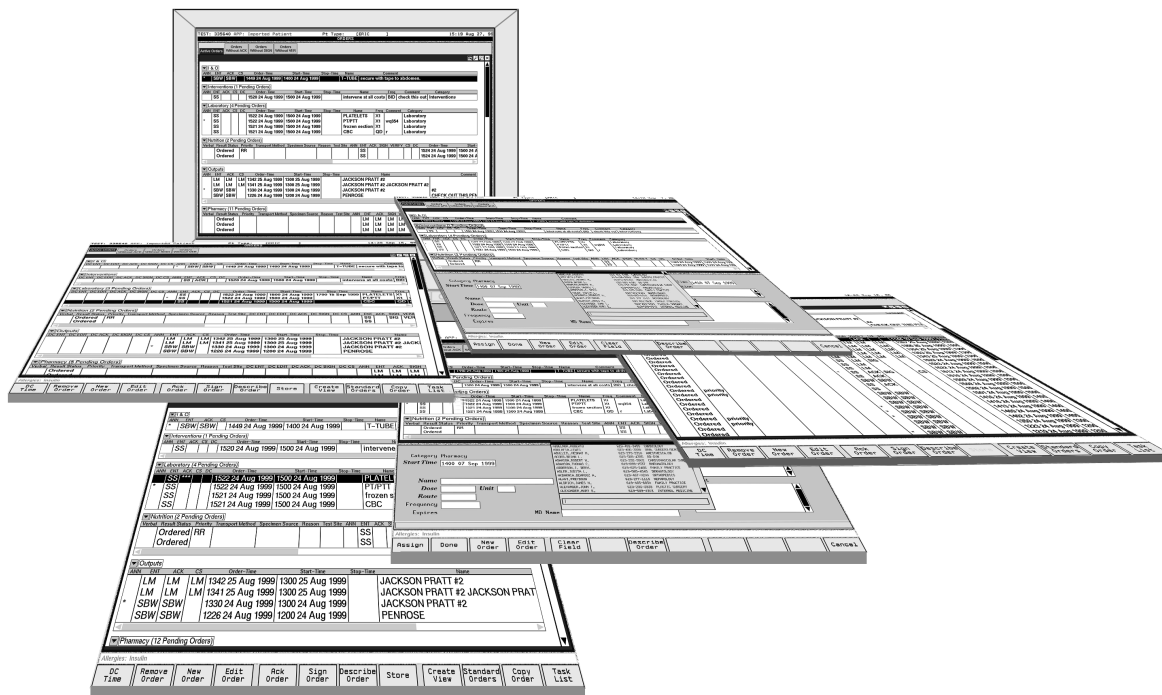
Module 2

Acknowledging an Order

The Acknowledging an Order permission is usually performed by a Registered Nurse (RN). The order could be entered by a ward clerk and signed by a Physician and verified by a Pharmacist before an RN acknowledges it.

The order, once acknowledged, no longer appears as "Orders Without Ack". Additionally, acknowledging an order causes the order to flow to the flowsheets.

Acknowledging an order causes it to appear on the tasklist. When the order has been acknowledged it can be sent to the Pharmacy.



- User Notes -

Exercise A: How to Acknowledge an Order

Step by Step

1. Select an order that is without **ACK** from the “**Active Orders**” view or select the “**Orders without ACK**” view and select an order from that group of orders.
2. Press the “**Ack Order**” soft key.
3. Press the “**Store**” soft key.

Additional Information

Tab will change if you choose Orders without “**ACK**”.

Asterisks appears in “**ACK**” column of chosen order and cursor goes to the next order.

The Permission Dialog Box will appear.

TEST: 335640 APP: Imported Patient Pt Type: [ERIC] 11:30 Sep 9, 99

ORDERS

Active Orders Orders Without ACK Orders Without SIGN Orders Without VER

ANN	ENT	ACK	CS	Order-Time	Start-Time	Stop-Time	Name	Comment
*	SBW			1449 24 Aug 1999	1400 24 Aug 1999		T-TUBE	secure with tape to abdomen.

Intervention Orders

ANN	ENT	ACK	CS	Order-Time	Start-Time	Stop-Time	Name	Freq	Comment
	SS			1500 24 Aug 1999	1500 24 Aug 1999		intervene at all costs	BID	check this out

Laboratory Pending Orders

ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Freq	Comment	Category
	SS	***			1522 24 Aug 1999	1500 24 Aug 1999		PLATELETS	X1		Laboratory
*	SS				1522 24 Aug 1999	1500 24 Aug 1999		PT/PTT	X1	wq354	Laboratory
	SS				1521 24 Aug 1999	1500 24 Aug 1999		frozen section	X1		Laboratory
	SS				1521 24 Aug 1999	1500 24 Aug 1999		CBC	QD	r	Laboratory

Nutrition (2 Pending Orders)

Verbal	Result	Status	Priority	Transport Method	Specimen Source	Reason	Test Site	ANN	ENT	ACK	SIGN	VERIFY	CS	DC	Order-Time
		Ordered	RR					SS							1524 24 Aug 1999 15
		Ordered						SS							1524 24 Aug 1999 15

Outputs

ANN	ENT	Start-Time	Stop-Time	Name
	LM	1300 25 Aug 1999		JAN
	LM	1300 25 Aug 1999		JAN
*	SBW	1300 24 Aug 1999		JAN
	SBW	1300 24 Aug 1999		F


Pharmacy (12 Pending Orders)

Allergies: Insulin

DC Time Remove Order New Order Edit Order Ack Order Sign Order Describe Order Store Create View Standard Orders Copy Order Task List

Step by Step

Additional Information

- Enter your ID code in the permission dialog box and press “OK” or “”.

Permissions for Acknowledgement needed.

TEST: 335640 APP: Imported Patient Pt Type: [ERIC] 12:03 Sep 9, 99

ORDERS

Active Orders Orders Without ACK Orders Without SIGN Orders Without VER

ANN	ENT	ACK	CS	Order-Time	Start-Time	Stop-Time	Name	Comment
*	SBW	SBW		1449 24 Aug 1999	1400 24 Aug 1999		T-TUBE	secure with tape to abdomen.

Interventions (1 Pending Orders)

ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Freq	Comment
	SS				1520 24 Aug 1999	1500 24 Aug 1999		intervene at all costs	BID	check this out

Laboratory (4 Pending Orders)

ANN	ENT	ACK	CS	D
	SS	***		
*	SS			
	SS			
	SS			

Nutrition (2 Pending Orders)

Verbal	Result	Status	Pl
Ordered	RR		
Ordered			

Outputs

ANN	ENT	ACK	CS	Stop-Time	Name
	LM	LM	LM	1999	JACKSON PRATT #2
	LM	LM	LM	1999	JACKSON PRATT #2 JACKSON PRAT
*	SBW	SBW		1999	JACKSON PRATT #2
	SBW	SBW		1999	PENROSE

Pharmacy (12 Pending Orders)

Allergies: Insulin

OK CANCEL

Step by Step

Additional Information

5. When storing, the First Data Bank message box will appear.
6. To view the reports associated with warnings, press the applicable soft key.
7. To view the warning, press the applicable soft key.

Warnings will be displayed as duplicate therapy, drug to drug interactions or drug allergy orders.

Information message from First Data Bank will be displayed.

GoodWave Dave 300-1 Phy: Dr. Fallbrook (Env ICU) 17:06 May 19, 2000

ORDER ENTRY SCREEN

Active Orders Orders Orders Orders

Without

Drug Screening

Simple Duplicate Check Description First Data Bank Screening Description Screening Results

Simple duplicate checking (0 warnings)

No duplicates found

F1 - Warnings F2 - Text Drug to drug interactions (0 warnings)

No warnings found

F3 - Warnings F4 - Text Drug allergy reactions (0 warnings)

No warnings found

F5 - Warnings F6 - Text Duplicate therapy (0 warnings)

No warnings found

Drugs which were not included in the screening process (20 drugs)

Type	State	Name
MED	ACTIVE	PENICILLAMINE (CUPRIMINE)—PO 250MG CAP
MED	ACTIVE	LEVAFLOXIN 250MG/50ML NS IVPB
MED	ACTIVE	EPOETIN ALFA INJ 10,000U/1ML VIAL
IVB	ACTIVE	BUMEX
MED	ACTIVE	DIGOXIN 0.25MG/ML INJ.-2ML/AMP

Allergies: UNKNOWN

D-D Warnings D-D Text D-A Warnings D-A Text D-T Warnings D-T Text OK to Store Simple FDB Results Print Cancel Store

Step by Step

Additional Information

8. If you choose not to store, press the **“Cancel Store”** soft key.
9. Press the **“Edit Order”** soft key to edit the order.
10. If you choose not to edit the order and store anyway, press the **“OK to Store”** soft key.

If Cancel Store is pressed, you can edit or remove the order.

Pressing **“OK to Store”** will store the order(s) which produced First Data Bank warnings. This means that you are acknowledging and overriding the warning.

The screenshot displays the 'ORDER ENTRY SCREEN' for a patient named 'GoodWave Dave' (300-1) under 'Phy: Dr. Fallbrook' in the 'ICU' at 17:06 on May 19, 2000. The screen is divided into several sections:


- Active Orders:** A list of orders including 'Diagnostic Pr...', 'Hanging Bloo...', 'Hanging Collec...', 'Hanging Crys...', 'Hanging IV D...', 'IV Fluids (1 P...', 'IV SOLUTION...', and 'Lab Tests'.
- Drug Screening:** A section with tabs for 'Simple Duplicate Check Description', 'First Data Bank Screening Description', and 'Screening Results'. It shows 'No duplicates found' and 'No warnings found' for various checks.
- Navigation Buttons:** At the bottom, there are buttons for 'D-D Warnings', 'D-D Text', 'D-A Warnings', 'D-A Text', 'D-T Warnings', 'D-T Text', 'OK to Store', 'Simple', 'FDB', 'Results', 'Print', and 'Cancel Store'.

Two large, 3D-style callout boxes are overlaid on the screen:

- OK to Store:** A box pointing to the 'OK to Store' button.
- Cancel Store:** A box pointing to the 'Cancel Store' button.

Step by Step

Additional Information

11. Enter your ID code in the permission dialog box and press “OK” or “”.

Permissions for Acknowledgement needed.

In the “Orders without ACK” view, the order is automatically removed from this view and is located on the “Active Order” view.

The acknowledging initials are in the “ACK” column on the selected order.

TEST: 335640 APP: Imported Patient Pt Type: [ERIC] 14:35 Sep 9, 99

ORDERS

Active Orders Orders Without ACK Orders Without SIGN Orders Without VER

▼ I & O

ANN	ENT	ACK	CS	Order-Time	Start-Time	Stop-Time	Name	Comment
*	SBW	SBW		1449 24 Aug 1999	1400 24 Aug 1999		T-TUBE	secure with tape to abdomen.

▼ Interventions (1 Pending Orders)

ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Freq	Comment	Category
	SS				1520 24 Aug 1999	1500 24 Aug 1999		intervene at all costs	BID	check this out	Interventions

▼ Laboratory (4 Pending Orders)

ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Freq	Comment	Category
	SS				1522 24 Aug 1999	1500 24 Aug 1999		PLATELETS	X1		Laboratory
*	SS				1500 24 Aug 1999	1500 24 Aug 1999		PT/PTT	X1	wq354	Laboratory
	SS				1500 24 Aug 1999	1500 24 Aug 1999		frozen section	X1		Laboratory
	SS				1500 24 Aug 1999	1500 24 Aug 1999		CBC	QD	r	Laboratory

▼ Nutrition (2 Pending Orders)

Verbal	Result	Method	Specimen Source	Reason	Test Site	ANN	ENT	ACK	SIGN	VERIFY	CS	DC	Order-Time	Start-Time
Order							SS						1524 24 Aug 1999	1500 24 Aug 1999
Order							SS						1524 24 Aug 1999	1500 24 Aug 1999

▼ Outputs

ANN	ENT	ACK	CS	Order-Time	Start-Time	Stop-Time	Name	Comment
*	LM	LM	LM	1342 25 Aug 1999	1300 25 Aug 1999		JACKSON PRATT #2	
	LM	LM	LM	1341 25 Aug 1999	1300 25 Aug 1999		JACKSON PRATT #2 JACKSON PRATT #2	
	SBW	SBW		1330 24 Aug 1999	1300 24 Aug 1999		JACKSON PRATT #2	
	SBW	SBW		1226 24 Aug 1999	1200 24 Aug 1999		PENROSE	#2 CHECK OUT THIS PEN

▼ Pharmacy (7 Pending Orders)

Verbal	Result	Status	Priority	Transport Method	Specimen Source	Reason	Test Site	ANN	ENT	ACK	SIGN	VERIFY	CS	DC	Order-Time
	Ordered								LM	LM	LM	LM	LM		1357 25 Aug 1999 1300
	Ordered								LM	LM	LM	LM	LM		1355 25 Aug 1999 1300
	Ordered								LM	LM	LM	LM	LM		1354 25 Aug 1999 1300

Allergies: Insulin

DC Time Remove Order New Order Edit Order Ack Order Sign Order Describe Order Store Create View Standard Orders Copy Order Task List

- User Notes -

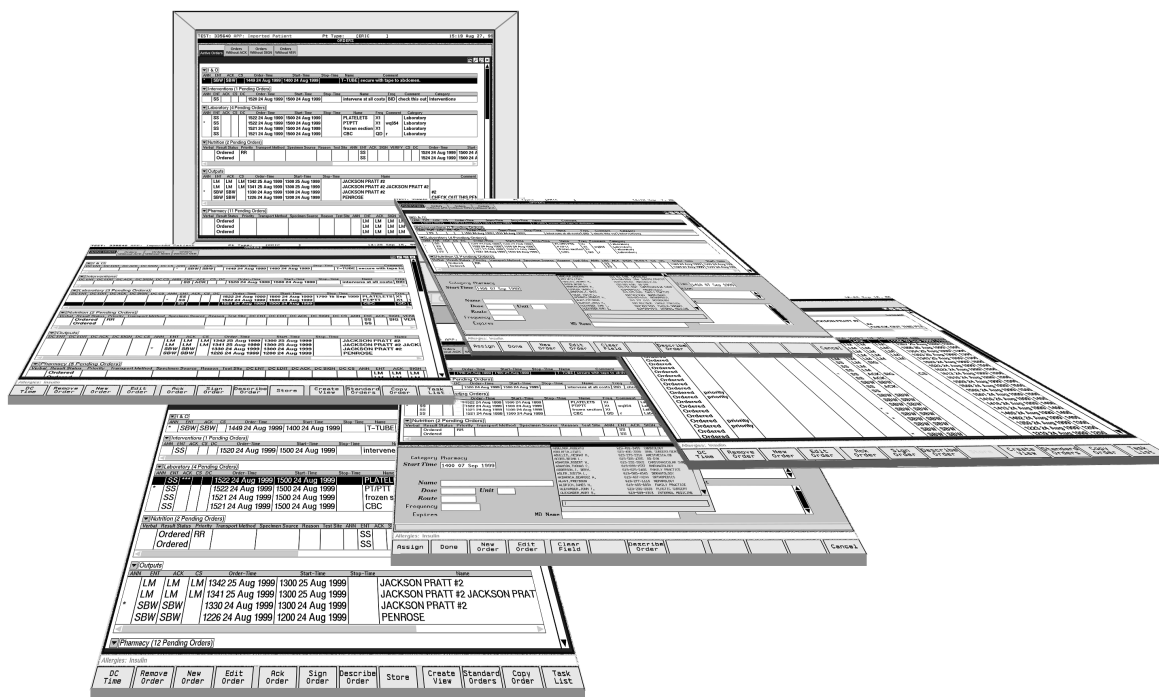
Beginning Order Entry

Module 3

Signing an Order

Signing an Order is typically performed by a Physician. This allows a Physician to electronically sign the orders that have been entered in the system.

If an order is entered and stored by a Physician, it will automatically be signed. Otherwise, a Physician can simply sign orders entered by a non-physician. A signed order is locked and cannot be edited or removed.



- User Notes -

Step by Step

Additional Information

- Enter your ID code in the permission dialog box and press “OK” or “ENTER”.

Permissions for Physician needed.

TEST: 335640 APP: Imported Patient Pt Type: [ERIC] 12:03 Sep 9, 99

ORDERS

Active Orders Orders Without ACK Orders Without SIGN Orders Without VER

I & O

ANN	ENT	ACK	CS	Order-Time	Start-Time	Stop-Time	Name	Comment
*	SBW	SBW		1449 24 Aug 1999	1400 24 Aug 1999		T-TUBE	secure with tape to abdomen.

Interventions (1 Pending Orders)

ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Freq	Comment
	SS				1520 24 Aug 1999	1500 24 Aug 1999		intervene at all costs	BID	check this out

Laboratory (4 Pending Orders)

ANN	ENT	ACK	CS	D
*	SS	***		
	SS			
	SS			
	SS			

Nutrition (2 Pending Orders)

Verbal	Result	Status	P
Ordered	RR		
Ordered	SS		
	SS		

Outputs

ANN	ENT	ACK	CS	Stop-Time	Name
	LM	LM	LM	1999	JACKSON PRATT #2
	LM	LM	LM	1999	JACKSON PRATT #2 JACKSON PRAT
*	SBW	SBW		1999	JACKSON PRATT #2
	SBW	SBW		1999	PENROSE

Pharmacy (12 Pending Orders)

Allergies: Insulin

OK

OK CANCEL

Step by Step

Additional Information

- When storing, the First Data Bank message box will appear.
- To view the reports associated with warnings, press the applicable soft key.
- To view the warning, press the applicable soft key.

Warnings will be displayed as duplicate therapy, drug to drug interactions or drug allergy orders.

Information message from First Data Bank will be displayed.

GoodWave Dave 300-1 Phy: Dr. Fallbrook (Env ICU) 17:06 May 19, 2000

ORDER ENTRY SCREEN

Active Orders With Orders Orders Orders

Drug Screening

Simple Duplicate Check Description First Data Bank Screening Description Screening Results

Simple duplicate checking (0 warnings)

No duplicates found

F1 - Warnings F2 - Text Drug to drug interactions (0 warnings)

No warnings found

F3 - Warnings F4 - Text Drug allergy reactions (0 warnings)

No warnings found

F5 - Warnings F6 - Text Duplicate therapy (0 warnings)

No warnings found

Drugs which were not included in the screening process (20 drugs)

Type	Status	Name
MED	ACTIVE	PENICILLAMINE (CUPRIMINE)--PO 250MG QAP
MED	ACTIVE	LEVAGUIN 250MG/50ML NS IVPB
MED	ACTIVE	EPOETIN ALFA INJ 10,000U/1ML VIAL
IVB	ACTIVE	BUMEX
MED	ACTIVE	DIGOXIN 0.25MG/ML INJ.-2ML/AMP

Allergies: UNKNOWN

D-D Warnings D-D Text D-A Warnings D-A Text D-T Warnings D-T Text OK to Store Simple FDB Results Print Cancel Store

Step by Step

Additional Information

8. If you choose not to store, press the **“Cancel Store”** soft key.
9. Press the **“Edit Order”** soft key to edit the order.
10. If you choose not to edit the order and store anyway, press the **“OK to Store”** soft key.

If **“Cancel Store”** is pressed, you can edit or remove the order. If the order is **“Not ACKnowledged”** you may edit the order.

Pressing **“OK to Store”** will store the order(s) which produced First Data Bank warnings. This means that you are acknowledging and overriding the warning.


The screenshot displays the 'ORDER ENTRY SCREEN' for 'GoodWave Dave' at '300-1' with 'Phy: Dr. Fallbrook' on 'May 19, 2000' at '17:06'. The screen is divided into several sections:

- Active Orders:** A list of orders including 'CXRAY', 'PRBC's', 'HESPA', 'D5.2NS + BICARB', 'D5W (C.O.)', 'D5.2NS', 'NS+BUMEX', 'NS+INSULIN-HUM', 'NS+MILRINONE', 'D5W+DOPAMINE', and 'D5W'.
- Drug Screening:** A section with three tabs: 'Simple Duplicate Check Description', 'First Data Bank Screening Description', and 'Screening Results'. The 'Simple Duplicate Check Description' tab is active, showing 'No duplicates found'. The 'First Data Bank Screening Description' tab is also active, showing 'No warnings found' for 'Drug to drug interactions (0 warnings)', 'Drug allergy reactions (0 warnings)', and 'Drugs which were not'.
- Lab Tests:** A section with a list of tests including 'PENICILLAMINE (COPRIMINE)', 'LEVADOLIN 250MG/50ML NS IVPB', 'EPOETIN ALFA INJ 10,000U/1ML VIAL', 'BUMEX', and 'DIGOXIN 0.25MG/ML INJ.-2ML/AMP'.
- Soft Keys:** A row of buttons at the bottom of the screen: 'D-D Warnings', 'D-D Text', 'D-A Warnings', 'D-A Text', 'D-T Warnings', 'D-T Text', 'OK to Store', 'Simple', 'FDB', 'Results', 'Print', and 'Cancel Store'.

Two large, 3D-style callout boxes are overlaid on the screen. The first box, labeled 'OK to Store', points to the 'OK to Store' soft key. The second box, labeled 'Cancel Store', points to the 'Cancel Store' soft key.

Step by Step

Additional Information

11. Enter your ID code in the permission dialog box and press “OK” or “”.

Permissions for Physician needed.

In the “Orders without SIGN” view, the order is automatically removed from this view and is located on the “Active Order” view.

The signature initials are in the “SIGN” column on the selected order.

TEST: 335640 APP: Imported Patient Pt Type: [ERIC] 14:35 Sep 9, 99

ORDERS

Active Orders Orders Without ACK Orders Without SIGN Orders Without VER

▼ I & O

ANN	ENT	ACK	CS	Order-Time	Start-Time	Stop-Time	Name	Comment
*	SBW	SBW		1449 24 Aug 1999	1400 24 Aug 1999		T-TUBE	secure with tape to abdomen.

▼ Interventions (1 Pending Orders)

ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Freq	Comment	Category
	SS				1520 24 Aug 1999	1500 24 Aug 1999		intervene at all costs	BID	check this out	Interventions

▼ Laboratory (4 Pending Orders)

ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Freq	Comment	Category
	SS				1522 24 Aug 1999	1500 24 Aug 1999		PLATELETS	X1		Laboratory
*	SS				1522 24 Aug 1999	1500 24 Aug 1999		PT/PTT	X1	wq354	Laboratory
	SS				1521 24 Aug 1999	1500 24 Aug 1999		frozen section	X1		Laboratory
	SS				1521 24 Aug 1999	1500 24 Aug 1999		CBC	QD	r	Laboratory

▼ Nutrition (2 Pending Orders)

Verbal	Result Status	Priority	Transport Method	Specimen Source	Reason	Test Site	ANN	ENT	ACK	SIGN	VERIFY	CS	DC	Order-Time	Start-Time
	Ordered	RR						SS						1524 24 Aug 1999	1500 24 A
	Ordered							SS						1524 24 Aug 1999	1500 24 A

▼ Outputs

ANN	ENT	ACK	CS	Order-Time	Start-Time	Stop-Time	Name	Comment
	LM	LM	LM	1342 25 Aug 1999	1300 25 Aug 1999		JACKSON PRATT #2	
	LM	LM	LM	1341 25 Aug 1999	1300 25 Aug 1999		JACKSON PRATT #2 JA	
*	SBW	SBW		1330 24 Aug 1999	1300 24 Aug 1999		JACKSON PRATT #2	
	SBW	SBW		1226 24 Aug 1999	1200 24 Aug 1999		PENROSE	

▼ Pharmacy (7 Pending Orders)

Verbal	Result Status	Priority	Transport Method	Specimen Source	Reason	Test Site	ANN	ENT	ACK	SIGN	VERIFY	CS	DC	Order-Time	Start-Time
	Ordered							LM	LM	LM	LM	LM		1357 25 Aug 1999	1300
	Ordered							LM	LM	LM	LM	LM		1355 25 Aug 1999	1300
	Ordered							LM	LM	LM	LM	LM		1354 25 Aug 1999	1300

Allergies: Insulin

DC Time Remove Order New Order Edit Order Ack Order Sign Order Describe Order Store Create View Standard Orders Copy Order Task List

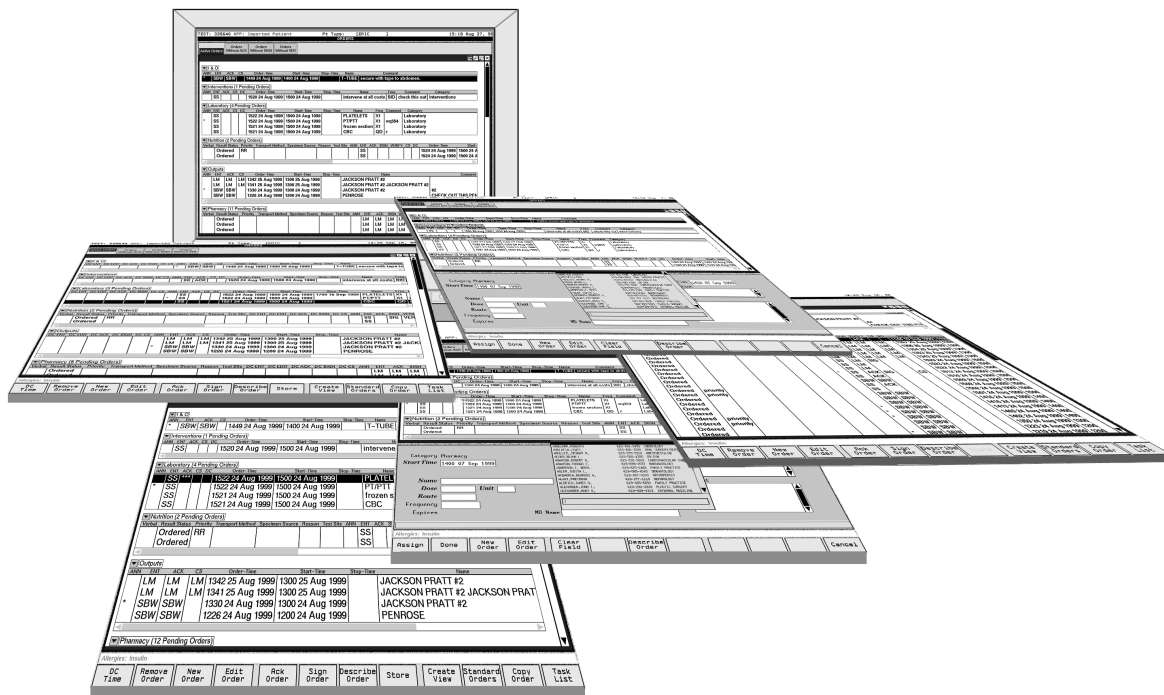
- User Notes -

Beginning Order Entry

Module 4

Cosigning an Order

Cosigning an Order is typically performed by the attending Physician. When a resident Physician has signed an order, the attending Physician can cosign (or countersign) these orders.



- User Notes -

Exercise A: How to Cosign an Order

Step by Step

1. Select an order needing cosign from the "Active Orders" view or create a "Orders without COSIGN" view and select an order from that group of orders.
2. Press the "Cosign Order" soft key.
3. Press the "Store" soft key.

Additional Information

Tab will change. The orders need to be signed.

Asterisks appear in the Cosign column on the selected order.

The Permission/Password Dialog Box will appear.

TEST: 335640 APP: Imported Patient Pt Type: [ERIC] 11:22 Sep 10, 99

ORDERS

Active Orders Orders Without ACK Orders Without SIGN Orders Without VER Orders Without COSIGN

▼ Laboratory (4 Pending Orders)

ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Freq	Comment
*	SS				1522 24 Aug 1999	1500 24 Aug 1999		PLATELETS	X1	
	SS				1522 24 Aug 1999	1500 24 Aug 1999		PT/PTT	X1	wq354
	SS				1521 24 Aug 1999	1500 24 Aug 1999		frozen section	X1	
	SS				1521 24 Aug 1999	1500 24 Aug 1999		CBC	QD	r

▼ Nutrition (2 Pending Orders)

Verbal	Result Status	Priority	Transport Method	Specimen Source	Reason	Test Site	ANN	ENT	ACK	SIGN	VERIFY	CS	DC	Order-Time	Start
	Ordered	RR						SS		SIG		***		1524 24 Aug 1999	1500 24
	Ordered							SS						1524 24 Aug 1999	1500 24

▼ Outputs

ANN	ENT	ACK	CS	Order-Time	Start-Time	Stop-Time	Name	Comment
*	LM	LM	LM	1342 25 Aug 1999	1300 25 Aug 1999		JACKSON PRATT #2	
	LM	LM	LM	1341 25 Aug 1999	1300 25 Aug 1999		JACKSON PRATT #2 JACKSON PRATT #2	
	SBW	SBW		1330 24 Aug 1999	1300 24 Aug 1999		JACKSON PRATT #2	#2
	SBW	SBW		1226 24 Aug 1999	1200 24 Aug 1999		PENROSE	CHECK OUT THIS PEN

▼ Pharmacy (7 Pending Orders)


Verbal	Result Status	Priority	Transport Method	Specimen Source	Reason	Test Site	ANN	ENT	ACK	Order-Time	Start
	Ordered							LM	LM		1300
	Ordered							LM	LM		1300
	Ordered							LM	LM		1300
	Ordered							LM	LM		1300
	Ordered							LM	LM		1300
	Ordered							SS	LM		1500
	Ordered							SS	LM		1500
	Ordered							SS	LM		1500
	Ordered						*	SS	LM		1500
	Ordered							SS	LM		1500
	Ordered							SBW	LM		1500

Allergies: Insulin

DC Time Remove Order New Order Edit Order Ack Order Sign Order Describe Order Store Create View Standard Orders Copy Order Task List

Step by Step

Additional Information

- Enter your ID code in the permission dialog box and press “OK” or “ ”.

Permissions for Physician needed.

TEST: 335640 APP: Imported Patient Pt Type: [ERIC] 11:23 Sep 10, 99

ORDERS

Active Orders Orders Without ACK Orders Without SIGN Orders Without VER Orders Without COSIGN

▼ Laboratory (4 Pending Orders)

ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Freq	Comment	Category
*	SS				1522 24 Aug 1999	1500 24 Aug 1999		PLATELETS	X1		Laboratory
	SS				1522 24 Aug 1999	1500 24 Aug 1999		PT/PTT	X1	wq354	Laboratory
	SS				1521 24 Aug 1999	1500 24 Aug 1999		frozen section	X1		Laboratory
	SS				1521 24 Aug 1999	1500 24 Aug 1999		CBC	QD	r	Laboratory

▼ Nutrition (2 Pending Orders)

Verbal	Result Status	Priority	Transport Method	Specimen Source	Reason	Test Site	ANN	ENT	ACK	SIGN	VERIFY	CS	DC	Order-Time	Start
Ordered		RR					SS		SIG			***		1524 24 Aug 1999	1500 24
Ordered															1500 24

▼ Outputs

ANN	ENT	ACK	CS	Comment
	LM	LM	LM	
	LM	LM	LM	
*	SBW	SBW		
	SBW	SBW		

If You Wish to Save Orders For Imported Patient Please enter ID code:

OK

▼ Pharmacy (7 Pending Orders)

Verbal	Result Status	Priority	Tr	Site	ANN	ENT	ACK	SIGN	VERIFY	CS	DC	Order-Time	Start
Ordered						LM	LM	LM	LM	LM		1357 25 Aug 1999	1300
Ordered						LM	LM	LM	LM	LM		1355 25 Aug 1999	1300
Ordered						LM	LM	LM	LM	LM		1354 25 Aug 1999	1300
Ordered						LM	LM	LM	LM	LM		1353 25 Aug 1999	1300
Ordered						LM	LM	LM	LM	LM		1343 25 Aug 1999	1300
Ordered						SS	LM	SIG				1523 24 Aug 1999	1500
Ordered						SS	LM					1523 24 Aug 1999	1500
Ordered						SS	LM					1522 24 Aug 1999	1500
Ordered					*	SS	ACK	SIG				1512 24 Aug 1999	1500
Ordered						SS						1510 24 Aug 1999	1500
Ordered						SBW	SBW					1509 24 Aug 1999	1500

Allergies: Insulin

OK CANCEL

Step by Step

Additional Information

- When storing, the First Data Bank message box will appear.
- To view the reports associated with warnings, press the **“View Reports”** soft key.
- To view the warning, press the **“View Warnings”** soft key.

Warnings will be displayed as duplicate therapy, drug to drug interactions or drug allergy orders.

Information message from First Data Bank will be displayed.

Warning message will reappear.

GoodWave Dave 300-1 Phy: Dr. Fallbrook (Env ICU) 17:06 May 19, 2000

ORDER ENTRY SCREEN

Active Orders: Orders Orders Orders

With: Drug Screening

Simple Duplicate Check Description First Data Bank Screening Description Screening Results

Simple duplicate checking (0 warnings)

No duplicates found

F1 - Warnings F2 - Text Drug to drug interactions (0 warnings)

No warnings found

F3 - Warnings F4 - Text Drug allergy reactions (0 warnings)

No warnings found

F5 - Warnings F6 - Text Duplicate therapy (0 warnings)

No warnings found

Drugs which were not included in the screening process (20 drugs)

Type	Status	Name
MED	ACTIVE	PENICILLAMINE (CUPRIMINE)--PO 250MG CAP
MED	ACTIVE	LEVAQUIN 250MG/50ML NS IVPB
MED	ACTIVE	EPOETIN ALFA INJ 10,000U/1ML VIAL
IVD	ACTIVE	BUMEX
MED	ACTIVE	DIGOKIN 0.25MG/ML INJ.-2ML/AMP

Allergies: UNKNOWN

D-D Warnings D-A Warnings D-T Warnings OK to Store Simple FDB Results Print Cancel Store

Step by Step

Additional Information

8. If you choose not to store, press the **“Cancel Store”** soft key.
9. Press the **“Edit Order”** soft key to edit the order.
10. If you choose not to edit the order and store anyway, press the **“OK to Store”** soft key.


If **“Cancel Store”** is pressed, you can edit or remove the order. If the order is **“Not ACKnowledged”** (unlocked), you may edit the order.

Pressing **“OK to Store”** will store the order(s) which produced First Data Bank warnings. This means that you are acknowledging and overriding the warning.

The screenshot displays the 'ORDER ENTRY SCREEN' interface. At the top, it shows patient information: 'GoodWave Dave', '300-1', 'Phy: Dr. Fallbrook', '(Env ICU) 17:06 May 19, 2000'. The main area is divided into sections for 'Active Orders', 'Orders', and 'Drug Screening'. The 'Drug Screening' section includes 'Simple duplicate checking (0 warnings)', 'First Data Bank Screening Description', and 'Screening Results'. The 'Screening Results' section shows 'No duplicates found', 'No warnings found', and 'No warnings found'. The bottom navigation bar contains buttons for 'D-D Warnings', 'D-D Text', 'D-A Warnings', 'D-A Text', 'D-T Warnings', 'D-T Text', 'OK to Store', 'Simple', 'FDB', 'Results', 'Print', and 'Cancel Store'. The 'OK to Store' and 'Cancel Store' buttons are highlighted with large, 3D-style callouts.

Step by Step

Additional Information

11. Enter your ID code in the permission dialog box and press “OK” or “”.

Permissions for Physician needed.

In the “**Orders without COSIGN**” view, the order is automatically removed from this view and is located on the “**Active Order**” view.

The signature initials are in the “**CS**” column on the selected order.

TEST: 335640 APP: Imported Patient Pt Type: [ERIC] 11:37 Sep 10, 99

ORDERS

Active Orders Orders Without ACK Orders Without SIGN Orders Without VER

I & O

ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Comment
*	SBW	SBW			1449 24 Aug 1999	1400 24 Aug 1999		T-TUBE	secure with tape to abdomen.

Interventions (1 Pending Orders)

ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Freq	Comment	Category
	SS				1520 24 Aug 1999	1500 24 Aug 1999		intervene at all costs	BID	check this out	Interventions

Laboratory (4 Pending Orders)

ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Freq	Comment	Category
*	SS				1522 24 Aug 1999	1500 24 Aug 1999		PLATELETS	X1	wq354	Laboratory
	SS				1522 24 Aug 1999	1500 24 Aug 1999		PT/PTT	X1		Laboratory
	SS				1521 24 Aug 1999	1500 24 Aug 1999		frozen section	X1		Laboratory
	SS				1521 24 Aug 1999	1500 24 Aug 1999		CBC	QD	r	Laboratory

Nutrition (2 Pending Orders)

Verbal	Result Status	Priority	Transport Method	Specimen Source	Reason	Test Site	ANN	ENT	ACK	SIGN	VERIFY	CS	DC	Order-Time	Start-Time
	Ordered		RR					SS		SIG		Cnt		1524 24 Aug 1999	1500 24 Aug 1999
	Ordered							SS				CS		1524 24 Aug 1999	1500 24 Aug 1999

Outputs

ANN	ENT	ACK	CS	Order-Time	Start-Time	Stop-Time	Name	Comment
	LM	LM	LM	1342 25 Aug 1999	1300 25 Aug 1999		JACKSON PRATT #2	
	LM	LM	LM	1341 25 Aug 1999	1300 25 Aug 1999		JACKSON PRATT #2	JACKSON PRATT #2
*	SBW	SBW		1330 24 Aug 1999	1300 24 Aug 1999		JACKSON PRATT #2	#2
	SBW	SBW		1226 24 Aug 1999	1200 24 Aug 1999		PENROSE	CHECK OUT THIS PENROSE DRAIN

Pharmacy (7 Pending Orders)

Verbal	Result Status	Priority	Transport Method	Specimen Source	Reason	Test Site	ANN	ENT	ACK	SIGN	VERIFY	CS	DC	Order-Time	Start-Time
	Ordered							LM	LM	LM	LM	LM		1357 25 Aug 1999	1300 25 Aug 1999
	Ordered							LM	LM	LM	LM	LM		1355 25 Aug 1999	1300 25 Aug 1999
	Ordered							LM	LM	LM	LM	LM		1354 25 Aug 1999	1300 25 Aug 1999
	Ordered							LM	LM	LM	LM	LM		1353 25 Aug 1999	1300 25 Aug 1999
	Ordered							LM	LM	LM	LM	LM		1343 25 Aug 1999	1300 25 Aug 1999
	Ordered							SS	LM	SIG				1523 24 Aug 1999	1500 24 Aug 1999
	Ordered							SS	LM					1523 24 Aug 1999	1500 24 Aug 1999
	Ordered							SS	LM					1522 24 Aug 1999	1500 24 Aug 1999
	Ordered						*	SS	ACK	SIG				1513 24 Aug 1999	1500 24 Aug 1999

Allergies: Insulin

DC Time Remove Order New Order Edit Order Ack Order Sign Order Describe Order Store Create View Standard Orders Copy Order Task List

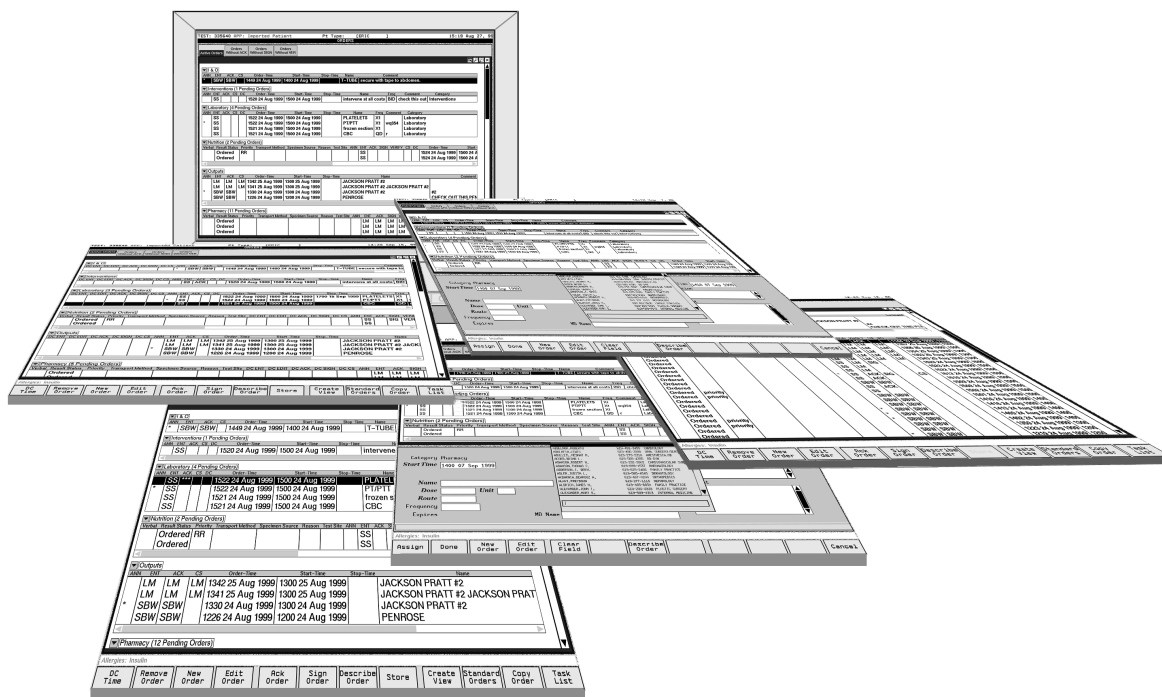
- User Notes -

Beginning Order Entry

Module 5

Verifying an Order

Verifying an Order is typically performed by the Pharmacist. Verifying an order documents that a pharmacist has seen and approved the order. Orders requiring verification are configurable.



- User Notes -

Exercise A: How to Verify an Order

Step by Step

Additional Information

1. Select an order without verify from the “Active Orders” view or select the “Orders without VER” view and select an order from that group of orders.

Tab will change.
2. Press the “Verify Order” soft key.

Asterisks appear in the Verify column on the selected order.
3. Press the “Store” soft key.

The Permission/Password Dialog Box will appear.

TEST: 335640 APP: Imported Patient Pt Type: [ERIC] 15:46 Sep 15, 99

ORDERS

Active Orders Orders Without ACK Orders Without SIGN Orders Without VER

▼ Outputs

ANN	ENT	ACK	CS	Order-Time	Start-Time	Stop-Time	Name
*	LM	LM	LM	1342 25 Aug 1999	1300 25 Aug 1999		JACKSON PRATT #2
	LM	LM	LM	1341 25 Aug 1999	1300 25 Aug 1999		JACKSON PRATT #2 JACKSON PRATT #2
	SBW	SBW		1330 24 Aug 1999	1300 24 Aug 1999		JACKSON PRATT #2
	SBW	SBW		1226 24 Aug 1999	1200 24 Aug 1999		PENROSE
							PENROSE DRAIN

▼ Pharmacy (6 Pending Orders)

Verbal	Result	Status	Priority	Transport Method	Specimen Source	Reason	Test Site	ANN	ENT	ACK	SIGN	VERIFY	CS	DC	Order-Time	Start-Time
Ordered			priority						ENT	LM	LM	***	LM		1144 10 Sep 1999	1100 10 Sep 19
Ordered									LM	LM	LM	LM	LM		1357 25 Aug 1999	1300 25 Aug 19
Ordered									LM	LM	LM	LM	LM		1355 25 Aug 1999	1300 25 Aug 19
Ordered									LM	LM	LM	LM	LM		1354 25 Aug 1999	1300 25 Aug 19
Ordered									LM	LM	LM	LM	LM		1353 25 Aug 1999	1300 25 Aug 19
Ordered									LM	LM	LM	LM	LM		1343 25 Aug 1999	1300 25 Aug 19
Ordered									SS	LM	SIG				1523 24 Aug 1999	1500 24 Aug 19
Ordered									SS	LM					1523 24 Aug 1999	1500 24 Aug 19
Ordered									SS	LM					1522 24 Aug 1999	1500 24 Aug 19
Ordered								*	SS	ACK	SIG		CS		1512 24 Aug 1999	1500 24 Aug 19
Ordered									SS	ACK					1510 24 Aug 1999	1500 24 Aug 19
Ordered									SBW	SBW					1509 24 Aug 1999	1500 24 Aug 19
Ordered									SS	ACK					1508 24 Aug 1999	1500 24 Aug 19
Ordered									SS						1502 24 Aug 1999	1500 24 Aug 19
Ordered									SBW	SBW					1501 24 Aug 1999	1500 24 Aug 19
Ordered									SBW	SBW					1416 24 Aug 1999	1400 24 Aug 19
Ordered									SBW	SBW					1416 24 Aug 1999	1400 24 Aug 19
Ordered								*	SBW	SBW					1413 24 Aug 1999	1400 24 Aug 19
Ordered								*	SBW	SBW					1409 24 Aug 1999	1400 24 Aug 19
Ordered								*	SBW	SBW					1402 24 Aug 1999	1400 24 Aug 19
Ordered									SBW	SBW					1359 24 Aug 1999	1300 24 Aug 19
Ordered									SBW	SBW					1223 24 Aug 1999	1200 24 Aug 19
Ordered								*	SBW	SBW					1219 24 Aug 1999	1200 24 Aug 19
Ordered								*	SBW	SBW					1216 24 Aug 1999	1200 24 Aug 19
Ordered								*	SS	SBW	AC				1206 24 Aug 1999	1200 24 Aug 19
Ordered									SS		MN				1203 24 Aug 1999	1200 24 Aug 19
Ordered									SS	SBW					1156 24 Aug 1999	1100 24 Aug 19
Ordered									SS		MN				1154 24 Aug 1999	1100 24 Aug 19


▼ Radiology

Allergies: Insu

Verify Order Renew Order Annotate Order Restore Order DC Sign DC Cosign DC Verify Edit View Zoom In Zoom Out Delete View

Step by Step

Additional Information

- Enter your ID code in the permission dialog box and press “OK” or “ ”.

Permissions for Pharmacist needed.

TEST: 335640 APP: Imported Patient Pt Type: [ERIC] 11:23 Sep 10, 99

ORDERS

Active Orders Orders Without ACK Orders Without SIGN Orders Without VER Orders Without COSIGN

Laboratory (4 Pending Orders)

ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Freq	Comment	Category
*	SS				1522 24 Aug 1999	1500 24 Aug 1999		PLATELETS	X1		Laboratory
	SS				1522 24 Aug 1999	1500 24 Aug 1999		PT/PTT	X1	wq354	Laboratory
	SS				1521 24 Aug 1999	1500 24 Aug 1999		frozen section	X1		Laboratory
	SS				1521 24 Aug 1999	1500 24 Aug 1999		CBC	QD	r	Laboratory

Nutrition (2 Pending Orders)

Verbal	Result Status	Priority	Transport Method	Specimen Source	Reason	Test Site	ANN	ENT	ACK	SIGN	VERIFY	CS	DC	Order-Time	Start
Ordered		RR					SS		SIG			***		1524 24 Aug 1999	1500 24
Ordered															1500 24

Outputs

ANN	ENT	ACK	CS	Comment
*	LM	LM	LM	
	LM	LM	LM	
	SBW	SBW	SBW	
	SBW	SBW	SBW	

Pharmacy (7 Pending Orders)

Verbal	Result Status	Priority	Tr	Site	ANN	ENT	ACK	SIGN	VERIFY	CS	DC	Order-Time	Start
Ordered						LM	LM	LM	LM	LM		1357 25 Aug 1999	1300
Ordered						LM	LM	LM	LM	LM		1355 25 Aug 1999	1300
Ordered						LM	LM	LM	LM	LM		1354 25 Aug 1999	1300
Ordered						LM	LM	LM	LM	LM		1353 25 Aug 1999	1300
Ordered						LM	LM	LM	LM	LM		1343 25 Aug 1999	1300
Ordered						SS	LM	SIG				1523 24 Aug 1999	1500
Ordered						SS	LM					1523 24 Aug 1999	1500
Ordered						SS	LM					1522 24 Aug 1999	1500
Ordered					*	SS	ACK	SIG				1512 24 Aug 1999	1500
Ordered						SS						1510 24 Aug 1999	1500
Ordered						SBW	SBW					1509 24 Aug 1999	1500

Allergies: Insulin

OK CANCEL

Step by Step

Additional Information

- When storing, the First Data Bank message box will appear.
- To view the reports associated with warnings, press the **“View Reports”** soft key.
- To view the warning, press the **“View Warnings”** soft key.

Warnings will be displayed as duplicate therapy, drug to drug interactions or drug allergy orders.

Information message from First Data Bank will be displayed.

Warning message will reappear.

GoodWave Dave 300-1 Phy: Dr. Fallbrook (Env ICU) 17:06 May 19, 2000

ORDER ENTRY SCREEN

Active Orders: Orders Orders Orders

With: Drug Screening

Simple Duplicate Check Description First Data Bank Screening Description Screening Results

Simple duplicate checking (0 warnings)

No duplicates found

F1 - Warnings F2 - Text Drug to drug interactions (0 warnings)

No warnings found

F3 - Warnings F4 - Text Drug allergy reactions (0 warnings)

No warnings found

F5 - Warnings F6 - Text Duplicate therapy (0 warnings)

No warnings found

Drugs which were not included in the screening process (20 drugs)

Type	Status	Name
MED	ACTIVE	PENICILLAMINE (CUPRIMINE)--PO 250MG CAP
MED	ACTIVE	LEVAQUIN 250MG/50ML NS IVPB
MED	ACTIVE	EPOETIN ALFA INJ 10,000U/1ML VIAL
IVD	ACTIVE	BUMEX
MED	ACTIVE	DIGOKIN 0.25MG/ML INJ.-2ML/AMP

Allergies: UNKNOWN

D-D Warnings D-D Text D-A Warnings D-A Text D-T Warnings D-T Text OK to Store Simple FDB Results Print Cancel Store

Step by Step

Additional Information

8. If you choose not to store, press the **“Cancel Store”** soft key.
9. Press the **“Edit Order”** soft key to edit the order.
10. If you choose not to edit the order and store anyway, press the **“OK to Store”** soft key.

If **“Cancel Store”** is pressed, you can edit or remove the order. If the order is **“UNACK”** (unlocked), you may edit the order.

Pressing **“OK to Store”** will store the order(s) which produced First Data Bank warnings. This means that you are acknowledging and overriding the warning.

GoodWave Dave 300-1 Phy: Dr. Fallbrook (Env ICU) 17:06 May 19, 2000

ORDER ENTRY SCREEN

Active Orders: Orders Orders Orders

With: Drug Screening

Simple Duplicate Check Description First Data Bank Screening Description Screening Results

Simple duplicate checking (0 warnings)

No duplicates found

F1 - Warnings F2 - Text Drug to drug interactions (0 warnings)

No warnings found

F3 - Warnings F4 - Text Drug allergy reactions (0 warnings)

No warnings found

F5 - Warnings F6 - Text

No warnings found

Drugs which were not:

Type	State	Name
MED	ACTIVE	PENICILLAMINE (CUPRIMINE)
MED	ACTIVE	LEVAQUIN 250MG/50ML NS IVPB
MED	ACTIVE	EPOETIN ALFA INJ 10,000U/1ML VIAL
IVD	ACTIVE	BUMEX
MED	ACTIVE	DIGOXIN 0.25MG/ML INJ.,-2ML/AMP


Allergies: UNKNOWN

OK to Store **Cancel Store**

D-D Warnings D-D Text D-A Warnings D-A Text D-T Warnings D-T Text OK to Store Simple FDB Results Print Cancel Store

Step by Step

Additional Information

11. Enter your ID code in the permission dialog box and press “OK” or “”.

Permissions for Physician needed.

In the “**Orders without VER**” view, the order is automatically removed from this view and is located on the “**Active Order**” view.

The signature initials are in the “**VERIFY**” column on the selected order.

TEST: 335640 APP: Imported Patient Pt Type: [ERIC] 16:03 Sep 15, 99

ORDERS

Active Orders Orders Without ACK Orders Without SIGN Orders Without VER

▼ Outputs

ANN	ENT	ACK	CS	Order-Time	Start-Time	Stop-Time	Name	Comment
*	LM	LM	LM	1342 25 Aug 1999	1300 25 Aug 1999		JACKSON PRATT #2	
	LM	LM	LM	1341 25 Aug 1999	1300 25 Aug 1999		JACKSON PRATT #2 JACKSON	
	SBW	SBW		1330 24 Aug 1999	1300 24 Aug 1999		JACKSON PRATT #2	
	SBW	SBW		1226 24 Aug 1999	1200 24 Aug 1999		PENROSE	

▼ Pharmacy (6 Pending Orders)

Verbal	Result	Status	Priority	Transport Method	Specimen Source	Reason	Test Site	ANN	ENT	ACK	SIGN	VERIFY	CS	DC	Order-Time
	Ordered		priority						ENT			ACK			1144 10 Sep 1999 1100
	Ordered								LM	LM	LM	LM	LM		1357 25 Aug 1999 1300
	Ordered								LM	LM	LM	LM	LM		1355 25 Aug 1999 1300
	Ordered								LM	LM	LM	LM	LM		1354 25 Aug 1999 1300
	Ordered								LM	LM	LM	LM	LM		1353 25 Aug 1999 1300
	Ordered								LM	LM	LM	LM	LM		1343 25 Aug 1999 1300
	Ordered								SS	LM	SIG				1523 24 Aug 1999 1500
	Ordered								SS	LM					1523 24 Aug 1999 1500
	Ordered								SS	LM					1522 24 Aug 1999 1500
	Ordered							*	SS	ACK	SIG		CS		1512 24 Aug 1999 1500
	Ordered								SS	ACK					1510 24 Aug 1999 1500
	Ordered								SBW	SBW					1509 24 Aug 1999 1500
	Ordered								SS	ACK					1508 24 Aug 1999 1500
	Ordered								SS						1502 24 Aug 1999 1500
	Ordered		priority						SBW	SBW					1501 24 Aug 1999 1500
	Ordered		priority						SBW	SBW					1416 24 Aug 1999 1400
	Ordered								SBW	SBW					1416 24 Aug 1999 1400
	Ordered							*	SBW	SBW					1413 24 Aug 1999 1400
	Ordered							*	SBW	SBW					1409 24 Aug 1999 1400
	Ordered							*	SBW	SBW					1402 24 Aug 1999 1400
	Ordered		priority						SBW	SBW					1359 24 Aug 1999 1300
	Ordered								SBW	SBW					1223 24 Aug 1999 1200
	Ordered							*	SBW	SBW					1219 24 Aug 1999 1200

Allergies: Insulin

DC Time Remove Order New Order Edit Order Ack Order Sign Order Describe Order Store Create View Standard Orders Copy Order Task List

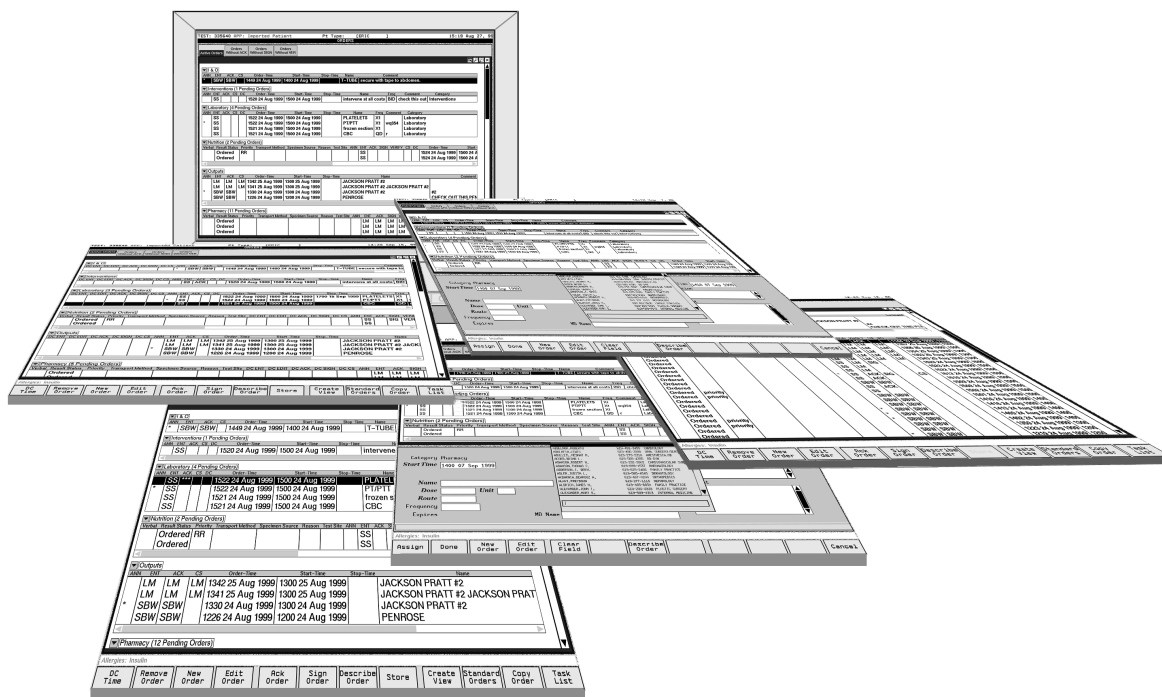
- User Notes -

Beginning Order Entry

Module 6

Editing an Order

Editing an Order can typically be performed by any user who has permission to enter an order. This can be used to correct or modify an order. An order can only be edited if it is not acknowledged and not signed.



- User Notes -

Exercise A: How to Edit an Order

Step by Step

Additional Information

- To edit an order, it must not be Acknowledged by an RN or Signed/Cosigned by a physician. You can only edit an unlocked order. If a locked order is chosen, "This is a locked order" message appears.
- Click on the message box using your "Left Mouse Button" or press the "ENTER" key on your keyboard to continue. The message disappears.

TEST: 335640 APP: Imported Patient Pt Type: [ERIC] 14:35 Sep 9, 99

ORDERS

Active Orders Orders Without ACK Orders Without SIGN Orders Without VER

▼ I & O

ANN	ENT	ACK	CS	Order-Time	Start-Time	Stop-Time	Name	Comment
*	SBW	SBW		1449 24 Aug 1999	1400 24 Aug 1999		T-TUBE	secure with tape to abdomen.

▼ Interventions (1 Pending Orders)

ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Category
	SS				1520 24 Aug 1999				Interventions

▼ Laboratory (4 Pending Orders)

ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Category
*	SS				1522 24 Aug 1999				Laboratory
	SS				1522 24 Aug 1999				Laboratory
	SS				1521 24 Aug 1999				Laboratory
	SS				1521 24 Aug 1999				Laboratory

▼ Nutrition (2 Pending Orders)

Verbal	Result Status	Priority	Transport Method	Specimen Source	Reason	Test Site	ANN	ENT	ACK	SIGN	VERIFY	CS	DC	Order-Time	Start-Time
	Ordered	RR						SS						1524 24 Aug 1999	1500 24 Aug 1999
	Ordered							SS						1524 24 Aug 1999	1500 24 Aug 1999

▼ Outputs

ANN	ENT	ACK	CS	Order-Time	Start-Time	Stop-Time	Name	Comment
*	LM	LM	LM	1342 25 Aug 1999	1300 25 Aug 1999		JACKSON PRATT #2	
	LM	LM	LM	1341 25 Aug 1999	1300 25 Aug 1999		JACKSON PRATT #2 JACKSON PRATT #2	
	SBW	SBW		1330 24 Aug 1999	1300 24 Aug 1999		JACKSON PRATT #2	#2
	SBW	SBW		1226 24 Aug 1999	1200 24 Aug 1999		PENROSE	CHECK OUT THIS PEN

▼ Pharmacy (7 Pending Orders)

Verbal	Result Status	Priority	Transport Method	Specimen Source	Reason	Test Site	ANN	ENT	ACK	SIGN	VERIFY	CS	DC	Order-Time	Start-Time
	Ordered							LM	LM	LM	LM	LM		1357 25 Aug 1999	1300 25 Aug 1999
	Ordered							LM	LM	LM	LM	LM		1355 25 Aug 1999	1300 25 Aug 1999
	Ordered							LM	LM	LM	LM	LM		1354 25 Aug 1999	1300 25 Aug 1999

Allergies: Insulin





DC Time Remove Order New Order Edit Order Ack Order Sign Order Describe Order Store Create View Standard Orders Copy Order Task List

Additional Information

The “Clear Field” soft key clears out any previous entries for a particular field.

[illegible]

Additional Information

7. If a choice list is associated with the field, click on the choice using your **“Left Mouse Button”** and press the “” key or,
8. Use the   keys to find the desired choice or type in a few letters to find the choice(s) and press “” key or,
9. Double click the **“Left Mouse Button”** on the selected choice.

TEST: 335640 APP: Imported Patient										Pt Type:	[ERIC]	16:35 Sep 15, 99		
ORDERS														
Active Orders		Orders Without ACK	Orders Without SIGN	Orders Without VER										
Ordered									LM	LM	LM	LM	1523 24 Aug 1999	1500
Ordered									SS	LM	SIG		1523 24 Aug 1999	1500
Ordered									SS	LM			1522 24 Aug 1999	1500
Ordered					*				SS	ACK	SIG	CS	1512 24 Aug 1999	1500
Ordered									SS	ACK			1510 24 Aug 1999	1500
Ordered									SBW	SBW			1509 24 Aug 1999	1500
Ordered									SS	ACK			1508 24 Aug 1999	1500
Ordered	priority								SS				1502 24 Aug 1999	1500
Ordered	priority								SBW	SBW			1501 24 Aug 1999	1500
Ordered									SBW	SBW			1416 24 Aug 1999	1400
Ordered					*				SBW	SBW			1416 24 Aug 1999	1400
Ordered					*				SBW	SBW			1413 24 Aug 1999	1400
Order					*				SBW	SBW			1409 24 Aug 1999	1400
Order					*				SBW	SBW			1402 24 Aug 1999	1400
Order									SBW	SBW			1359 24 Aug 1999	1300
Order									SBW	SBW			1223 24 Aug 1999	1200
Order					*				SBW	SBW			1219 24 Aug 1999	1200

ACETOTANE
 ACETAZOLAMIDE
 ACETAZOLAMIDE 125MG TAB
 ACETAZOLAMIDE 125MG TAB 125 MG TABS OR
 ACETAZOLAMIDE 250MG TAB
 ACETAZOLAMIDE 250MG TAB 250 MG TABS OR
 ACETAZOLAMIDE SR
 ACETAZOLOWIDE 500MG CAP
 ACETAZOLOWIDE 500MG CAP 500 MG CPOR OR
 ACETOXENAMIDE
 ACETOXENAMIDE 250MG TAB
 ACETOXENAMIDE 250MG TAB 250 MG TABS OR
 ACETOXENAMIDE 500MG TAB

Category Start Time

Name ACETAZOLAMIDE 250MG TAB

Dose 100 **Unit** MG

Route transcont

Frequency forever

Expires

Sub Category Medications

Stop Time

Verbal Order ☒

Priority priority

MD Name Esquig, Cesar

Order Time 1502 24 Aug 1999

Annotation

Comment

Allergies: Insulin

Assign Done New Order Edit Order Clear Field Describe Order Cancel

Step by Step

Additional Information

10. Press the **“Done”** soft key to return to the order screen when edit is complete.

If **“Assign”** is pressed the system prepares for entry of a new order of the same category. If new order is pressed the category list is presented.

11. Press the **“Store”** soft key.

The Permission Dialog Box will appear.

12. Enter your ID Code in the permission dialog box and press **“OK”** or **“ENTER”**.

First DataBank screening will occur if one of the following are changed on a medication order: Order Name, Dose, Frequency, Route and screening will occur on IV drugs of the name field is edited.

TEST: 335640 APP: Imported Patient Pt Type: [ERIC] 11:23 Sep 10, 99

ORDERS

Active Orders Orders Without ACK Orders Without SIGN Orders Without VER Orders Without COSIGN

▼ Laboratory (4 Pending Orders)

ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Freq	Comment	Category
*	SS				1522 24 Aug 1999	1500 24 Aug 1999		PLATELETS	X1		Laboratory
	SS				1522 24 Aug 1999	1500 24 Aug 1999		PT/PTT	X1	wq354	Laboratory
	SS				1521 24 Aug 1999	1500 24 Aug 1999		frozen section	X1		Laboratory
	SS				1521 24 Aug 1999	1500 24 Aug 1999		CBC	QD	r	Laboratory

▼ Nutrition (2 Pending Orders)

Verbal	Result Status	Priority	Transport Method	Specimen Source	Reason	Test Site	ANN	ENT	ACK	SIGN	VERIFY	CS	DC	Order-Time	Start
Ordered		RR					SS		SIG			***		1524 24 Aug 1999	1500 24
Ordered														1500 24	

▼ Outputs

ANN	ENT	ACK	CS	Comment
*	LM	LM	LM	
	LM	LM	LM	
	SBW	SBW	SBW	
	SBW	SBW	SBW	

If You Wish to Save Orders For Imported Patient Please enter ID code:

OK

▼ Pharmacy (7 Pending Orders)

Verbal	Result Status	Priority	Tr	Site	ANN	ENT	ACK	SIGN	VERIFY	CS	DC	Order-Time	
Ordered						LM	LM	LM	LM	LM		1357 25 Aug 1999	1300
Ordered						LM	LM	LM	LM	LM		1355 25 Aug 1999	1300
Ordered						LM	LM	LM	LM	LM		1354 25 Aug 1999	1300
Ordered						LM	LM	LM	LM	LM		1353 25 Aug 1999	1300
Ordered						LM	LM	LM	LM	LM		1343 25 Aug 1999	1300
Ordered						SS	LM	SIG				1523 24 Aug 1999	1500
Ordered						SS	LM					1523 24 Aug 1999	1500
Ordered						SS	LM					1522 24 Aug 1999	1500
Ordered					*	SS	ACK	SIG				1512 24 Aug 1999	1500
Ordered						SS						1510 24 Aug 1999	1500
Ordered						SBW	SBW					1509 24 Aug 1999	1500

Allergies: Insulin

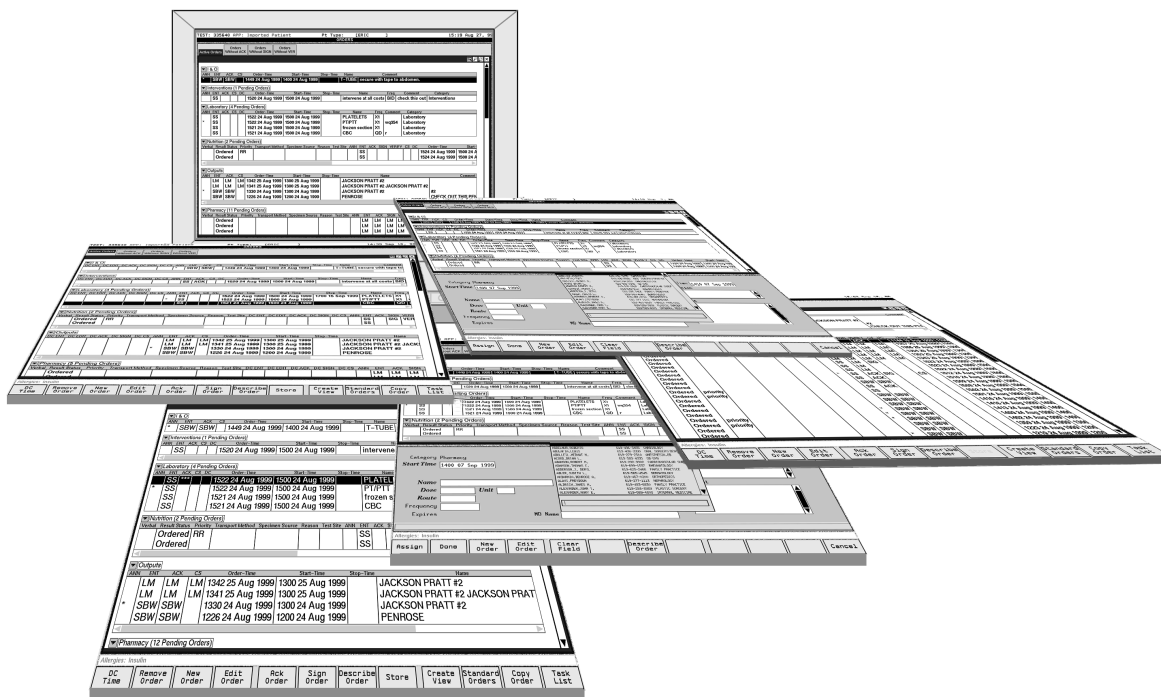
OK CANCEL

Beginning Order Entry

Module 7

Leaving the Order Entry Screen

Leaving the Order Entry screen is performed by any user. It is performed when the user wishes to access another CIS application screen and/or is finished interacting with the Order Entry screen.



- User Notes -

Exercise A: How to Exit Order Entry

Step by Step

1. Press the “**ALT**” or “**CTRL**” key plus the appropriate function key to select the next CIS application to be accessed.
2. To discard changes, click on “**No**” using the “**Left Mouse Button**” or press “**N**” on the keyboard.
3. To save changes, click on “**Yes**” using the “**Left Mouse Button**” or press “**Y**” on the keyboard.

Additional Information

If unstored orders exist, the system will display the message shown below.

Your changes will **NOT** be saved.

TEST: 335640 APP: Imported Patient Pt Type: [ERIC] 14:35 Sep 9, 99

ORDERS

Active Orders Orders Without ACK Orders Without SIGN Orders Without VER

I & O

ANN	ENT	ACK	CS	Order
*	SBW	SBW		1449 24 A

Interventions (1 Pending Order)

ANN	ENT	ACK	CS	DC	Order
	SS				1520 24

Laboratory (4 Pending Orders)

ANN	ENT	ACK	CS	DC	Order
	SS				1522 24
*	SS				1522 24
	SS				1521 24
	SS				1521 24

Nutrition (2 Pending Orders)

Verbal	Result Status	Priority	Trans
Ordered		RR	
Ordered			

Order-Time Start-Time

1524 24 Aug 1999	1500 24 A
1524 24 Aug 1999	1500 24 A

Outputs

ANN	ENT	ACK	CS	Order-Time	Start-Time	Stop-Time	Name	Comment
	LM	LM	LM	1342 25 Aug 1999	1300 25 Aug 1999		JACKSON PRATT #2	
	LM	LM	LM	1341 25 Aug 1999	1300 25 Aug 1999		JACKSON PRATT #2 JACKSON PRATT #2	
*	SBW	SBW		1330 24 Aug 1999	1300 24 Aug 1999		JACKSON PRATT #2	#2
	SBW	SBW		1226 24 Aug 1999	1200 24 Aug 1999		PENROSE	CHECK OUT THIS PEN

Pharmacy (7 Pending Orders)


Verbal	Result Status	Priority	Transport Method	Specimen Source	Reason	Test Site	ANN	ENT	ACK	SIGN	VERIFY	CS	DC	Order-Time
Ordered								LM	LM	LM	LM	LM		1357 25 Aug 1999 1300
Ordered								LM	LM	LM	LM	LM		1355 25 Aug 1999 1300
Ordered								LM	LM	LM	LM	LM		1354 25 Aug 1999 1300

Allergies: Insulin

DC Time Remove Order New Order Edit Order Ack Order Sign Order Describe Order Store Create View Standard Orders Copy Order Task List

Step by Step

Additional Information

- Enter your ID Code at the Permission Dialog the Box and press “OK” or “”.

If First Data Bank warnings appear, refer to module on editing orders for appropriate action. Upon successful store, your initials will be displayed with the stored orders.

TEST: 335640 APP: Imported Patient Pt Type: [ERIC] 11:23 Sep 10, 99

ORDERS

Active Orders Orders Without ACK Orders Without SIGN Orders Without VER Orders Without COSIGN

Laboratory (4 Pending Orders)

ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Freq	Comment	Category
*	SS				1522 24 Aug 1999	1500 24 Aug 1999		PLATELETS	X1		Laboratory
	SS				1522 24 Aug 1999	1500 24 Aug 1999		PT/PTT	X1	wq354	Laboratory
	SS				1521 24 Aug 1999	1500 24 Aug 1999		frozen section	X1		Laboratory
	SS				1521 24 Aug 1999	1500 24 Aug 1999		CBC	QD	r	Laboratory

Nutrition (2 Pending Orders)

Verbal	Result Status	Priority	Transport Method	Specimen Source	Reason	Test Site	ANN	ENT	ACK	SIGN	VERIFY	CS	DC	Order-Time	Start
Ordered		RR						SS		SIG		***		1524 24 Aug 1999	1500 24
Ordered														1500 24	

Outputs

ANN	ENT	ACK	CS	Comment
*	LM	LM	LM	
	LM	LM	LM	
	SBW	SBW	SBW	
	SBW	SBW	SBW	

Pharmacy (7 Pending Orders)

Verbal	Result Status	Priority	Tr	Site	ANN	ENT	ACK	SIGN	VERIFY	CS	DC	Order-Time	Start
Ordered						LM	LM	LM	LM	LM		1357 25 Aug 1999	1300
Ordered						LM	LM	LM	LM	LM		1355 25 Aug 1999	1300
Ordered						LM	LM	LM	LM	LM		1354 25 Aug 1999	1300
Ordered						LM	LM	LM	LM	LM		1353 25 Aug 1999	1300
Ordered						LM	LM	LM	LM	LM		1343 25 Aug 1999	1300
Ordered						SS	LM	SIG				1523 24 Aug 1999	1500
Ordered						SS	LM					1523 24 Aug 1999	1500
Ordered						SS	LM					1522 24 Aug 1999	1500
Ordered					*	SS	ACK	SIG				1512 24 Aug 1999	1500
Ordered						SS						1510 24 Aug 1999	1500
Ordered						SBW	SBW					1509 24 Aug 1999	1500

OK

Allegies: Insulin

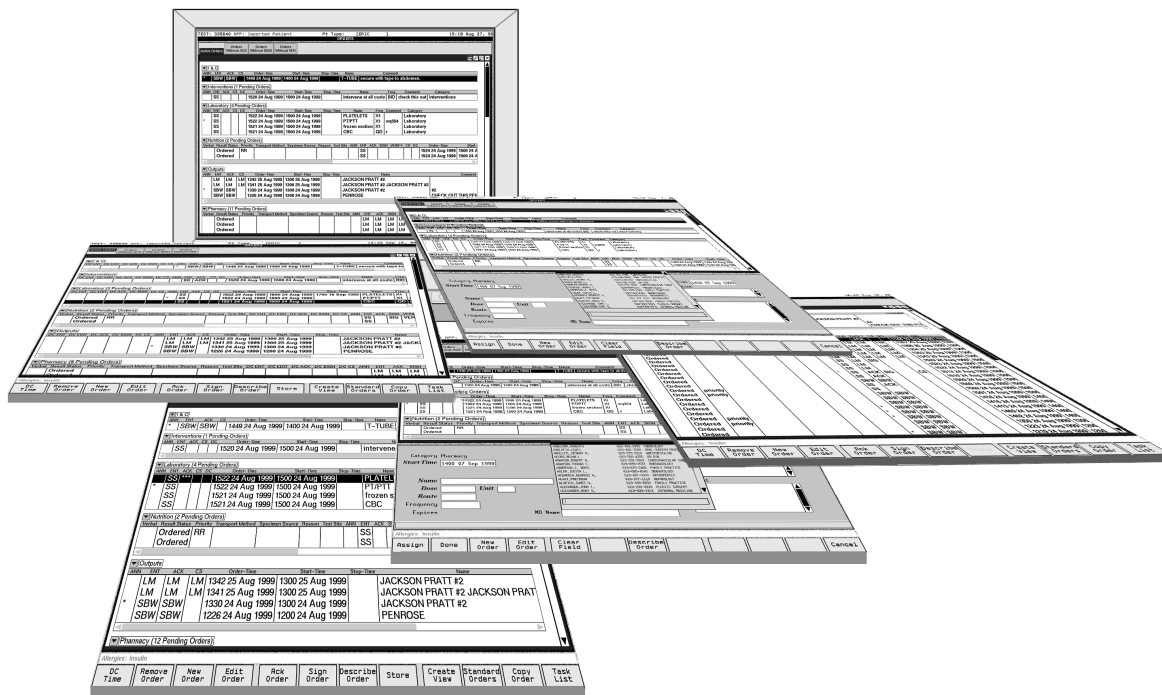
OK CANCEL

Beginning Order Entry

Module
8

Discontinuing an Order

Discontinuing an Order can be performed by the Ward Clerk, RN, MD or Pharmacist, as permission is given. The discontinuing of an order is the process needed to stop an order. It maybe done in present or future time.



About DC Orders

If an Order is DC'd, the order may behave as one of the following:

Order Behavior	Conditions	Reason for Behavior	Comments
Behaves as an edit	The original order has not been acknowledged	The system treats this as an edit to the original order	A Stop Time is added, rounded to the next hour and initials are placed in the Edit column and any other pertinent signature column, depending on who stored the order.
Behaves as two orders on one line	Original order has been acknowledged AND Original order has been DC'd by a non-RN (meaning the DC order is not Acknowledged).	The original order and the DC order are coexisting on the same order line (until the DC order is Acknowledged)	<p>Stop time appears in Stop Time column, rounded to next hour, and initials appear in the DC Ent column and any other appropriate DC signature column, depending on who stored the order.</p> <p>DC signature boxes are activated.</p> <p>During this time, the MD (sign or cosign) or Pharmacist (Verify) may choose to sign either (or both) the DC order or the original order. (The original order is usually signed first unless there is an error in the order.)</p> <p>"DC" will appear in the Pending DC column.</p>
Only the DC order displays on the Order Entry Screen order line.	The DC order has been acknowledged.	The DC order now replaces the original order on the order line.	<p>The Stop will be displayed in the Stop Time column.</p> <p>All signatures displayed will be associated with the DC order. Hence, any signatures entered as DC Ent, DC Sign, DC Cosign, DC Verify will now show in the Ent, Sign, Cosign, Verify columns respectively.</p> <p>The "DC" will disappear from the Pending DC column (it is no longer pending).</p> <p>To view original order, create a Previous State order view and locate order name. Press Describe Order to see all signatures for original order.</p>

Exercise A: How to Discontinue an Order

Step by Step

1. Select the order to DC.
2. Press the “DC Time” soft key.

Additional Information

See the illustration below.

A DC Order box will appear with the DC Time (defaulting to current time) and the MD name field. The cursor focus comes up in the time field. If desired, you may edit the time listed. The ordering physician defaults to the DC order box.

TEST: 335640 APP: Imported Patient Pt Type: [ERIC] 14:35 Sep 9, 99

ORDERS

Active Orders Orders Without ACK Orders Without SIGN Orders Without VER

I & O

ANN	ENT	ACK	CS	Order-Time	Start-Time	Stop-Time	Name	Comment
*	SBW	SBW		1449 24 Aug 1999	1400 24 Aug 1999		T-TUBE	secure with tape to abdomen.

Interventions (1 Pending Orders)

ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Freq	Comment	Category
	SS				1520 24 Aug 1999	1500 24 Aug 1999		intervene at all costs	BID	check this out	Interventions

Laboratory (4 Pending Orders)

ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Freq	Comment	Category
	SS				1522 24 Aug 1999	1500 24 Aug 1999		PLATELETS	X1		Laboratory
*	SS				1522 24 Aug 1999	1500 24 Aug 1999		PT/PTT	X1	wq354	Laboratory
	SS				1521 24 Aug 1999	1500 24 Aug 1999		frozen section	X1		Laboratory
	SS				1521 24 Aug 1999	1500 24 Aug 1999		CBC	QD	r	Laboratory

Nutrition (2 Pending Orders)

Verbal	Result Status	Priority	Transport Method	Specimen Source	Reason	Test Site	ANN	ENT	ACK	SIGN	VERIFY	CS	DC	Order-Time	Start
	Ordered	RR						SS						1524 24 Aug 1999	1500 24 A
	Ordered							SS						1524 24 Aug 1999	1500 24 A

Outpatient

ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Comment
*					5 Aug 1999			JACKSON PRATT #2	
					5 Aug 1999			JACKSON PRATT #2 JACKSON PRATT #2	
					4 Aug 1999			JACKSON PRATT #2	#2
					4 Aug 1999			PENROSE	CHECK OUT THIS PEN

Specimen Source	Reason	Test Site	ANN	ENT	ACK	SIGN	VERIFY	CS	DC	Order-Time	Start
				LM	LM	LM	LM	LM		1357 25 Aug 1999	1300
				LM	LM	LM	LM	LM		1355 25 Aug 1999	1300
				LM	LM	LM	LM	LM		1354 25 Aug 1999	1300

DC Time Remove Order New Order Edit Order Ack Order Sign Order Describe Order Store Create View Standard Orders Copy Order Task List

Additional Information

The Permission Dialog Box appears.

[illegible]

Exercise B: How to Edit a “Stop Time on a DC Order”

Step by Step

1. Select the DC'd order to Edit.

You **CANNOT** edit the actual order if it is locked, but you **CAN** edit the “**Stop Time**” via the “**DC Time**” soft key even in a locked order. (It just changes the time the order stops.) Asterisks appear in the “**Edit**” column. See “**Exercise G**” for Locked orders.

2. Press the “**Store**” soft key.

The Permission Dialog Box appears.

TEST: 335640 APP: Imported Patient Pt Type: [ERIC] 16:36 Sep 16, 99

ORDERS

Active Orders Orders Without ACK Orders Without SIGN Orders Without VER

DC ENT ANN EDIT * SBW secure with tape to abdomen. 1449 24 Aug 1999 1400 24 Aug 1999

Intervention

DC ENT ANN EDIT * BID check this out 1520 24 Aug 1999 1500 24 Aug 1999

Laboratory (Pending Orders)

DC	ENT	ANN	EDIT	ENT	VERIFY	Name	ACK	SIGN	CS	Freq	Comment	Order-Time	Start-Time	Stop-Time	DC	E
SIG	*		SS	VER		PT/PTT	ACK	SIG	CS	X1	wq354	1522 24 Aug 1999	1500 24 Aug 1999	1700 16 Sep 1999		
			SS			frozen section	***			X1		1521 24 Aug 1999	1500 24 Aug 1999	1700 16 Sep 1999		
			SS			CBC				QD	r	1521 24 Aug 1999	1500 24 Aug 1999			

Nutrition (2 Pending Orders)

DC	ENT	ANN	EDIT	ENT	VERIFY	Name	ACK	SIGN	CS	Volume (ml)	Rate (ml/hr)	Amount	Dose	Site	Freq	Comment
			SS	VER		DAT		SIG	Cnt							can eat whatever they want
			SS			ENSURE PLUS			CS	250	25			g tube	TID	

DC Time

Store

DC Time Remove Order New Order Edit Order Ack Order Sign Order Describe Order Store Create View Standard Orders Copy Order Task List

Exercise C: How to Select an “Unacknowledged DC Order”

Step by Step

Additional Information

1. Select an order and DC the order with entry level permissions. See the DC in the pending DC column.
2. Press the “Store” soft key. The Permission Dialog Box appears.

Testing patient jm OMS-3 Phy: 765434 (Env OMS-TE)14:43 Nov 2, 1999

OMS ORDERS SCREEN

Active Orders Orders Without ACK Orders Without SIGN Orders Without VER Orders Without RENEW

▼ Pharmacy (3 Pending Orders)

Result Status	Pending DC	Start Time	Stop Time	Comment	ANN	Name	Freq	Dose
Ordered		1000 2 Nov 1999	1200 2 Nov 1999	give after labs drawn	*	ABBOKINASE	X1	10000 U
Ordered		1000 2 Nov 1999		after nausea subsides		ACETAZOLAMIDE	QD	125 MG
Ordered		1000 2 Nov 1999		pain, fever, headache	*	ASPIRIN	PRN Q3-4H	325 MG
Ordered		1000 2 Nov 1999		checking medispans	*	ASPIRIN	PRN	325 MG
Ordered		1000 2 Nov 1999		comment	*	CALAN SR	Q12H	120 MG
Ordered		1000 2 Nov 1999	1200 2 Nov 1999	COMMENT		DSW		
Ordered		1200 2 Nov 1999		hold Apical HR <60		DIGOXIN	QD	0.25mg MG
Ordered		1000 2 Nov 1999	1200 2 Nov 1999	COMMENT		ZANTAC	Q8H	50 MG/ML
Ordered		1000 2 Nov 1999		comment	*	ZITHROMAX	Q6H	300 MG

▼ Pt.Care-Ac (2 Pending Orders)

Result Status	Pending DC	Tstop Type	Order Time	Start Time	Stop Time	Comment	ANN	Name	Freq	MD	Charge	Cost
Ordered	DC		1029 2 Nov 1999	1000 2 Nov 1999	1500 2 Nov 1999	comment a	*	ambulate in hall	TID	Andersen, Kurt	none	none
Ordered			1150 2 Nov 1999	1100 18 Oct 1999		Choicelist	*	Sample exercise	Q12	Andersen, Kurt	Charge	Cost

▼ Pt.Care-Elimination (1 Pending Orders)

Result Status	Pending DC	Tstop Type	Order Time	Start Time	Stop Time	Comment	ANN	Name	Freq	MD	Charge	Cost	Priority	Prov
Ordered			1030 2 Nov 1999	1000 2 Nov 1999		routine	*	foley		Arnold, David	per carts	cart	ROUTINE	003

▼ Radiology

Result Status	Pending DC	Tstop Type	Order Time	Start Time	Stop Time	Comment	ANN	Name	Freq	MD	Charge	Cost
Ordered			1028 2 Nov 1999	1000 2 Nov 1999	1300 2 Nov 1999	comment	*	Aortic Arch Angio	X1	Blechle, Kevin		
Ordered			1037 2 Nov 1999	1000 2 Nov 1999	1300 2 Nov 1999	asap	*	Femoral Angio	X1	Bayrakdar, Ahmad		

▼ Tester

Result Status	Pending DC	Tstop Type	Order Time	Start Time	Stop Time	Comment	ANN	Name	Freq	Dose	Route	Volume (ml)
Ordered		Expire	1152 2 Nov 1999	1000 2 Nov 1999	1200 4 Nov 1999	comment		ACETAMINOPHEN	PRN	325 MG	PO	
Ordered			1418 2 Nov 1999	1400 2 Nov 1999	1400 3 Nov 1999	pain	*	ACETAMINOPHEN	QD	325 MG	PO	
Ordered			1045 2 Nov 1999	1000 2 Nov 1999		comment	*	DS.45NS				1000
Ordered			1043 2 Nov 1999	1000 2 Nov 1999		comment	*	Dressing change	BID			

Allergies: Digitalis Derivatives

DC Time Remove Order New Order Edit Order Ack Order Sign Order Describe Order Store Create View Standard Orders Copy Order Task List

Exercise D: How to Acknowledge a “DC Order”

Step by Step

Additional Information

1. Select the DC'd order to Acknowledge.

Choose an order with DC displayed in the pending DC column. Order is highlighted.

2. Press the “Ack Order” soft key.

The DC order replaces the original order and the Asterisks will appear in the “ACK” column. Any signatures associated with the original order will be found under describe order. The cursor moves to the next row.

3. Press the “Store” soft key.

The Permission Dialog Box appears.

Testing patient jm OMS-3 Phy: 765434 (Env OMS-TE)15:08 Nov 2, 1999

OMS ORDERS SCREEN

Active Orders Orders Without ACK Orders Without SIGN Orders Without VER Orders Without RENEW

▼ Pharmacy (3 Pending Orders)

Result Status	Pending DC	Tstop Type	Order Time	Start Time	Stop Time	Comment	ANN	Name	Freq	Dose
Ordered			1147 2 Nov 1999	1000 2 Nov 1999	1200 2 Nov 1999	give after labs drawn	*	ABBOKINASE	X1	10000 U
Ordered			1243 2 Nov 1999	1200 2 Nov 1999		after nausea subsides		ACETAZOLAMIDE	QD	125 MG
Ordered			1246 2 Nov 1999	1200 2 Nov 1999		pain, fever, headache		ASPIRIN	PRN Q3-4H	325 MG
Ordered			1244 2 Nov 1999	1200 2 Nov 1999		checking medispans	*	ASPIRIN	PRN	325 MG
Ordered			1248 2 Nov 1999	1200 2 Nov 1999		comment	*	CALAN SR	Q12H	120 MG
Ordered			1147 2 Nov 1999	1000 2 Nov 1999	1200 2 Nov 1999	COMMENT		D5W		
Ordered			1247 2 Nov 1999	1200 2 Nov 1999		hold Apical HR<60		DIGOXIN	QD	0.25mg MC
Ordered			1147 2 Nov 1999	1000 2 Nov 1999	1200 2 Nov 1999	COMMENT		ZANTAC	Q8H	50 MG/ML
Ordered			1031 2 Nov 1999	1000 2 Nov 1999		comment	*	ZITHROMAX	Q8H	300 MG

▼ Pt.Care-Activity/ADL (1 Pending Orders)

Freq	MD	Charge	Cost	Priority	Provider ID	Schedule	V/O	ENT	EDIT	ACK	SIGN	VERIFY	CS	DC ENT	Category	Sub Category
all	TID	Andersen, Kurt	none	none	ROUTINE	none	none	Yes	MD		RN	MD			Pt.Care-Activity/ADL	Activity
ise	Q12	Andersen, Kurt	Charge	Cost	None	Provider-ID	Schedule		ENT						Pt.Care-Activity/ADL	Exercises

▼ Pt.Care-Elimination (1 Pending Orders)

Result Status	Pending DC	Tstop Type	Order Time	Start Time	Stop Time	Comment	ANN	Name	Freq	MD	Charge	Cost	Priority	Provi
Ordered			1030 2 Nov 1999	1000 2 Nov 1999		routine	*	foley		Arnold, David	per carts	cart	ROUTINE	003

▼ Radiolo

Result Stat	Start Time	Stop Time	Comment	ANN	Name	Freq	MD	Charge
Ordered	2 Nov 1999	1300 2 Nov 1999	comment	*	Aortic Arch Angio	X1	Blechle, Kevin	
Ordered	2 Nov 1999	1300 2 Nov 1999	asap	*	Femoral Angio	X1	Bayrakdar, Ahmad	


▼ Tester

Result Stat	Start Time	Stop Time	Comment	ANN	Name	Freq	Dose	Route	Volume (ml)
Ordered	Nov 1999	1200 4 Nov 1999	comment		ACETAMINOPHEN	PRN	325 MG	PO	
Ordered	Nov 1999	1400 3 Nov 1999	pain	*	ACETAMINOPHEN	QD	325 MG	PO	
Ordered	Nov 1999		comment	*	D5.45NS				1000
Ordered	Nov 1999		comment	*	Dressing change	BID			

Allergies: Digitalis Derivatives

DC Time Remove Order New Order Edit Order **Ack Order** Sign Order Describe Order Store Create View Standard Orders Copy Order Task List

Exercise E: How to Sign a “DC Order”

Step by Step	Additional Information
1. Select the unACKnowledged DC'd order to be signed.	Order is highlighted.
2. Press the “DC Sign” soft key.	Asterisks appear in the DC Sign column on the selected order. The cursor moves to the next row.
3. Press the “Store” soft key.	The Permission Dialog Box appears.
4. Enter your ID code in the permission dialog box and press “OK” or “  ”.	Permissions for Physician needed. Initials appear in the “DC SIGN” column.

TEST: 335640 APP: Imported Patient Pt Type: [ERIC] 16:57 Sep 16, 99

ORDERS

Active Orders Orders Without ACK Orders Without SIGN Orders Without VER

I & O

DC	ENT	ANN	EDIT	ENT	VERIFY	Name	ACK	SIGN	CS	Comment	Order-Time	Stop-Time	D
	*			SBW		T-TUBE	SBW			secure with tape to abdomen.	1449		

Interventions

DC	ENT	ANN	EDIT	ENT	VERIFY	Name	ACK	SIGN	CS	Freq	Comment	Order-Time	Stop-Time	D
				SS		intervene at all costs	ACK			BID	check this out	1520 24 Aug 1999		

Laboratory (2 Pending Orders)

Name	ACK	SIGN	CS	Freq	Comment	Order-Time	Start-Time	Stop-Time	DC EDIT	DC ACK	DC SIGN	DC Verify
PT/PTT	ACK	SIG	CS	X1	wq354	1522 24 Aug 1999	1500 24 Aug 1999	1700 16 Sep 1999		ACK	SIG	
frozen section		SIG		X1		1521 24 Aug 1999	1500 24 Aug 1999	1700 16 Sep 1999				
CBC				QD	r	1521 24 Aug 1999	1500 24 Aug 1999					

Nutrition (2 Pending Orders)

DC	ENT	ANN	EDIT	ENT	VERIFY	Name	ACK	SIGN	CS	Volume (ml)	Rate (ml/hr)	Amount	Dose	Site	Freq	Comment
				SS	VER	DAT		SIG	Cnt							can eat whatever they want
				SS		ENSURE PLUS			CS	250	25			g tube		

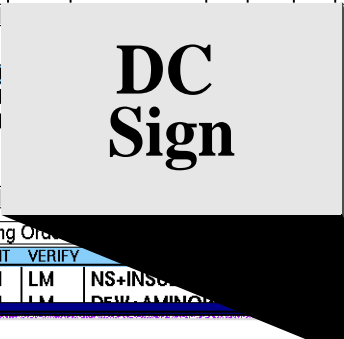

Outputs

DC	ENT	ANN	EDIT	ENT	VERIFY	Name	ACK	SIGN	CS	Comment	Order-Time
				LM		PRATT #2	LM	LM	LM		1342 2
				LM			LM	LM	LM		1341 2
	*			SBW			SBW			#2	1330 2
				SBW		CHECK OUT THIS PENROSE DRAIN					1226 2

Pharmacy (5 Pending Orders)

DC	ENT	ANN	EDIT	ENT	VERIFY	Name	ACK	SIGN	CS	Volume (ml)	Rate (ml/hr)	Amount
				LM		NS+INSULIN		LM	LM	100	8	25(U)
				LM		DEWL AMINON		LM	LM	250	15	500(mg)


Allergies: Insulin

Cosign Verify Order Renew Order Annotate Order Restore Order DC Sign DC Cosign DC Verify Edit View Zoom In Zoom Out Delete View

Exercise F: How to Cosign a “DC Order”

Step by Step

1. Select an unACKnowledged DC'd order to be Cosigned.
2. Press the “DC Cosign” soft key.
3. Press the “Store” soft key.
4. Enter your ID code in the permission dialog box and press “OK” or “”.

Additional Information

Order is highlighted.

Asterisks appear in the DC Cosign column on the selected order. The cursor moves to the next screen.

The Permission Dialog Box appears.

Permissions for Physician needed.
Initials appear in the “DC CS” column.

TEST: 335640 APP: Imported Patient Pt Type: [ERIC] 11:33 Sep 17, 99

ORDERS

Active Orders Orders Without ACK Orders Without SIGN Orders Without VER

▼ I & O

DC	ENT	ANN	EDIT	ENT	VERIFY	Name	ACK	SIGN	CS	Comment	Order-Time	Stop-Time	D
	*			SBW		T-TUBE	SBW			secure with tape to abdomen.	1449 24		

▼ Interventions

DC	ENT	ANN	EDIT	ENT	VERIFY	Name	ACK	SIGN	CS	Freq	Comment	Order-Time	Stop-Time	D
				SS		intervene at all costs	ACK			BID	check this out	1520 24 Aug 1999		

▼ Laboratory (2 Pending Orders)

Name	ACK	SIGN	CS	Freq	Comment	Order-Time	Start-Time	Stop-Time	DC EDIT	DC ACK	DC SIGN	DC CS	DC Verify
en section	ACK	SIG	CS	X1		1521 24 Aug 1999	1500 24 Aug 1999	1200 17 Sep 1999			SIG	CS	
				QD	r	1521 24 Aug 1999	1500 24 Aug 1999						

▼ Nutrition (2 Pending Orders)

DC	ENT	ANN	EDIT	ENT	VERIFY	Name	ACK	SIGN	CS	Volume (ml)	Rate (ml/hr)	Amount	Dose	Site	Freq	Comment
				SS	VER	DAT		SIG	Cnt	250	25			g tube	TID	can eat whatever they want
				SS		ENSURE PLUS			CS							

▼ Outputs

DC	ENT	ANN	EDIT	ENT	VERIFY	ACK	SIGN	CS	Comment	Order-Time
				LM	LM	J/				1342 2
				LM	LM	J/				1341 2
	*			SBW		J/			#2	1330 2
				SBW		PI			CHECK OUT THIS PENROSE DRAIN	1226 2

▼ Pharmacy (5 Pending Orders)

DC	ENT	ANN	EDIT	ENT	VERIFY	ACK	SIGN	CS	Volume (ml)	Rate (ml/hr)	Amount
				LM	LM	LM			100	8	25(U)
				LM	LM	LM			250	15	500(mg)
				LM	LM	LM			100	8	25(U)

Allergies: Insulin

DC Cosign

Cosign Verify Order Renew Order Annotate Order Restore Order DC Sign DC Cosign DC Verify Edit View Zoom In Zoom Out Delete View

Exercise G: How to Verify a “DC Order”

Step by Step

Additional Information

1. Select the unACKnowledged DC'd order to be Verified.
2. Press the “**DC Verify**” soft key.
3. Press the “**Store**” soft key.
4. Enter your ID code in the permission dialog box and press “**OK**” or “**ENTER**”.

Order is highlighted.

Asterisks appear in the DC Verify column on the selected order. The cursor moves to the next screen.

The Permission Dialog Box appears.

Permissions for Pharmacist needed. Initials appear in the “DC Verify” column.

TEST: 335640 APP: Imported Patient Pt Type: [ERIC] 11:51 Sep 17, 99

ORDERS

Active Orders Orders Without ACK Orders Without SIGN Orders Without VER

▼ I & O

DC	ENT	ANN	EDIT	ENT	VERIFY	Name	ACK	SIGN	CS	Comment	Order-Time
	*			SBW		T-TUBE	SBW			secure with tape to abdomen.	1449 24 Aug 19

▼ Interventions

DC	ENT	ANN	EDIT	ENT	VERIFY	Name	ACK	SIGN	CS	Freq	Comment	Order-Time
				SS		intervene at all costs	ACK			BID	check this out	1520 24 Aug 1999

▼ Laboratory (2 Pending Orders)

Name	ACK	SIGN	CS	Freq	Comment	Order-Time	Start-Time	Stop-Time	DC	EDIT	DC	ACK	DC	SIGN	DC	CS	DC	Verify
en section	ACK	SIG	CS	X1		1521 24 Aug 1999	1500 24 Aug 1999	1200 17 Sep 1999						SIG		CS		VER
				QD	r	1521 24 Aug 1999	1500 24 Aug 1999											

▼ Nutrition (2 Pending Orders)

DC	ENT	ANN	EDIT	ENT	VERIFY	Name	ACK	SIGN	CS	Volume (ml)	Rate (ml/hr)	Amount	Dose	Site	Freq	Comment
				SS	VER	DAT		SIG	Cnt	250	25			g tube	TID	can eat whatever they want
				SS		ENSURE PLUS			CS							

▼ Outputs

DC	ENT	ANN	EDIT	ENT	VERIFY	Name	ACK	SIGN	CS	Comment	Order-Time
				LM	LM	JACKSON PR					1342 2
				LM	LM	JACKSON PR					1341 2
	*			SBW	LM	JACKSON PR					1330 2
				SBW	LM	PENROSE					1226 2

▼ Pharmacy (5 Pending Orders)

DC	ENT	ANN	EDIT	ENT	VERIFY	Name	ACK	SIGN	CS	Volume (ml)	Rate (ml/hr)	Amount
				LM	LM	NS+INSULIN				100	8	25(U)
				LM	LM	D5W+AMINOPHYLLINE				250	15	500(mg)
				LM	LM	NS+INSULIN				100	8	25(U)

Allergies: Insulin

Cosign Verify Order Renew Order Annotate Order Restore Order DC Sign DC Cosign DC Verify Edit View Zoom In Zoom Out Delete View

Exercise H: How to DC a Locked Order

Step by Step

1. Select an ACKnowledged order to DC.
2. Press the “DC Time” soft key.

Additional Information

Order is highlighted.

Asterisks appear in the “DC ENT and DC ACK” column on the selected order. The cursor moves to the next row.

TEST: 335640 APP: Imported Patient Pt Type: [ERIC] 16:36 Sep 16, 99

ORDERS

Active Orders Orders Without ACK Orders Without SIGN Orders Without VER

DC ENT ***

Name	ACK	SIGN	CS	Comment	Order-Time	Start-Time	Stop-Time	D
-TUBE SBW				secure with tape to abdomen.	1449 24 Aug 1999	1400 24 Aug 1999		

intervene at all costs ACK BID check this out 1520 24 Aug 1999 1500 24 Aug 1999

History (2 Pending Orders)

DC ENT	ANN	EDIT	ENT	VERIFY	Name	ACK	SIGN	CS	Freq	Comment	Order-Time	Start-Time	Stop-Time	DC E
SIG	*	***	SS	VER	PT/PTT	ACK	SIG	CS	X1	wq354	1522 24 Aug 1999	1500 24 Aug 1999	1700 16 Sep 1999	
			SS		frozen section	***			X1		1521 24 Aug 1999	1500 24 Aug 1999	1700 16 Sep 1999	
			SS		CBC				QD	r	1521 24 Aug 1999	1500 24 Aug 1999		

Nutrition (2 Pending Orders)

DC ENT	ANN	EDIT	ENT	VERIFY	Name	ACK	SIGN	CS	Volume (ml)	Rate (ml/hr)	Amount	Dose	Site	Freq	Comment
			SS	VER	DAT		SIG	Cnt							
			SS		ENSURE PLUS			CS	250	25			g tube		can eat whatever they want

DC Time

Name	ACK	SIGN	CS	Comment	Or
TT #2	LM	LM	LM		1342 2
TT #2 JACKSON PRATT #2	LM	LM	LM		1341 2
TT #2	SBW			#2	1330 2
	SBW			CHECK OUT THIS PENROSE DRAIN	1226 2

Name	ACK	SIGN	CS	Volume (ml)	Rate (ml/hr)	Amou
NS+INSULIN	LM	LM	LM	100	8	25(U)
DEW AMINOPHYLLINE	LM	LM	LM	250	15	500(mg)

DC Time Remove Order New Order Edit Order Ack Order Sign Order Describe Order Store Create View Standard Orders Copy Order Task List

Step by Step

Additional Information

3. Press the “Store” soft key.

When a locked order is chosen (i.e. not ACKnowledged Signed or Cosigned), upon storing the DC, initials appear in the “DC ENT” column and any other appropriate column.

If an order is **NOT** locked (i.e. not Acknowledged Signed or Cosigned), the process is the same but this action is seen as an edit to the order by the system. A “Stop Time” will appear in the “Stop Time” column and asterisks will appear in the “Edit” column.

4. Enter your ID code in the permission dialog box and press “OK” or “ENTER”.

Initials appear in the “DC ENT and DC ACK” column on the selected order.

TEST: 335640 APP: Imported Patient Pt Type: [ERIC] 11:23 Sep 10, 99

ORDERS

Active Orders Orders Without ACK Orders Without SIGN Orders Without VER Orders Without COSIGN

▼ Laboratory (4 Pending Orders)

ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Freq	Comment	Category
*	SS				1522 24 Aug 1999	1500 24 Aug 1999		PLATELETS	X1		Laboratory
	SS				1522 24 Aug 1999	1500 24 Aug 1999		PT/PTT	X1	wq354	Laboratory
	SS				1521 24 Aug 1999	1500 24 Aug 1999		frozen section	X1		Laboratory
	SS				1521 24 Aug 1999	1500 24 Aug 1999		CBC	QD	r	Laboratory

▼ Nutrition (2 Pending Orders)

Verbal	Result	Status	Priority	Transport Method	Specimen Source	Reason	Test Site	ANN	ENT	ACK	SIGN	VERIFY	CS	DC	Order-Time	Start
	Ordered		RR					SS		SIG			***		1524 24 Aug 1999	1500 24
	Ordered															1500 24

If You Wish to Save Orders For Imported Patient Please enter ID code:

▼ Outputs

ANN	ENT	ACK	CS
*	LM	LM	LM
	LM	LM	LM
	SBW	SBW	SBW
	SBW	SBW	SBW

▼ Pharmacy (7 Pending Orders)

Verbal	Result	Status	Priority	Tr	Site	ANN	ENT	ACK	SIGN	VERIFY	CS	DC	Order-Time	Start
	Ordered						LM	LM	LM	LM	LM		1357 25 Aug 1999	1300
	Ordered						LM	LM	LM	LM	LM		1355 25 Aug 1999	1300
	Ordered						LM	LM	LM	LM	LM		1354 25 Aug 1999	1300
	Ordered						LM	LM	LM	LM	LM		1353 25 Aug 1999	1300
	Ordered						LM	LM	LM	LM	LM		1343 25 Aug 1999	1300
	Ordered						SS	LM	SIG				1523 24 Aug 1999	1500
	Ordered						SS	LM					1523 24 Aug 1999	1500
	Ordered						SS	LM					1522 24 Aug 1999	1500
	Ordered				*		SS	ACK	SIG				1512 24 Aug 1999	1500
	Ordered						SS						1510 24 Aug 1999	1500
	Ordered						SBW	SBW					1509 24 Aug 1999	1500

OK

Allergies: Insulin

OK CANCEL

Exercise I: How to Use the “AutoDC”

Step by Step

Additional Information

- To DC a particular type or group of orders, select the DC icon.
- Select the “**DC all orders**” to be AutoDC’d.
- Enter the DC information.
- Press the “**Done**” soft key.
- Press the “**Store**” soft key.
- Enter your ID code in the permission dialog box and press “**OK**” or “**ENTER**”.

The DC icon is configurable. The select AutoDC option will appear.

The DC window will appear.

Asterisks will appear in the appropriate columns.

The orders are DC’d.

Good Wave Dave 300-1 Phy: Brookstone (attend) (Env ICU) 10:19 Feb 22, 2000

ORDER ENTRY SCREEN

Active Orders Orders Without ACK Orders Without SIGN Orders Without VER

DC Icon

Activity

Pending DC	Name	Freq	Comment	MD	Order Time	Start Time	Stop Time	ACK	SIGN	CS
	DANGLE WHEN EXTUBATED	X1	BEGIN RT TX		1507 1 Mar 1999	1500 1 Mar 1999		DEM	MD	
	OOB/ IN CHAIR FOR MEALS	QSHIFT	START IN A.M. AFTER EXTUBATION AND QID		1507 1 Mar 1999	1500 1 Mar 1999		DEM	MD	

Blood Products

Pending DC	Name	Volume (ml)	Rate (ml/hr)	Comment	MD	Order Time	Start Time	Stop Time	ACK	SIGN	CS
	Resp Rate	250	50	comment comment comment comment 123		1245 6 Aug 1999	1200 6 Aug 1999		DEM	MD	DEM

Colloids

Pending DC	Name	Volume (ml)	Rate (ml/hr)	Comment	MD	Order Time	Start Time	Stop Time	ACK	SIGN	CS	ENT	EDIT	DC ENT	V/O
	Plasmanate	250	50			1236 6 Aug 1999	1200 6 Aug 1999		DEM		DEM	DEM	DEM		

Communications

Pending DC	Name	Freq	Comment	MD	Order Time	Start Time	Stop Time
	ANY PROBLEMS CALL SURGEON	QSHIFT			1507 1 Mar 1999	1500 1 Mar 1999	
	ARRHYTHMIA ORDERS	QSHIFT			1507 1 Mar 1999	1500 1 Mar 1999	
	CHECK WITH SURGEON	X1	FOR ADDITIONAL MEDS OR STAT LAB WORK ORDERS		1507 1 Mar 1999	1500 1 Mar 1999	

Diet Orders

Pending DC	Name	Freq	Comment	Priority	MD	Order Time	Start Time	Stop Time	ACK	SIGN	CS	ENT
	NPO except for medications		After Midnight for bronchoscopy			1505 1 Mar 1999	1500 1 Mar 1999		DEM		DEM	DEM

Enteral Feedings

Pending DC	Name	Volume (ml)	Rate (ml/hr)	Comment	MD	Order Time	Start Time	Stop Time	ACK	SIGN	CS	ENT	EDIT	DC ENT	V/O
	ENSURE PLUS	250				1407 21 May 1999	1400 21 May 1999		DEM	DEM	DEM	DEM			
	ALITRAQ	1000	50			1404 21 May 1999	1400 21 May 1999		DEM		DEM	DEM	DEM		

IV Drips

Pending DC	Name	Freq	Amount	Dose	Volume (ml)	Rate (ml/hr)	Comment	MD	Order Time	Start Time
	DSW+NITROGLYCERIN		100(?)	1(?)	250		comment comment comment comment 123		1242 6 Aug 1999	1200 6 Aug 1999

IV SOLUTIONS

Allergies: UNKNOWN Old Allergies: Penicillin

Cancel

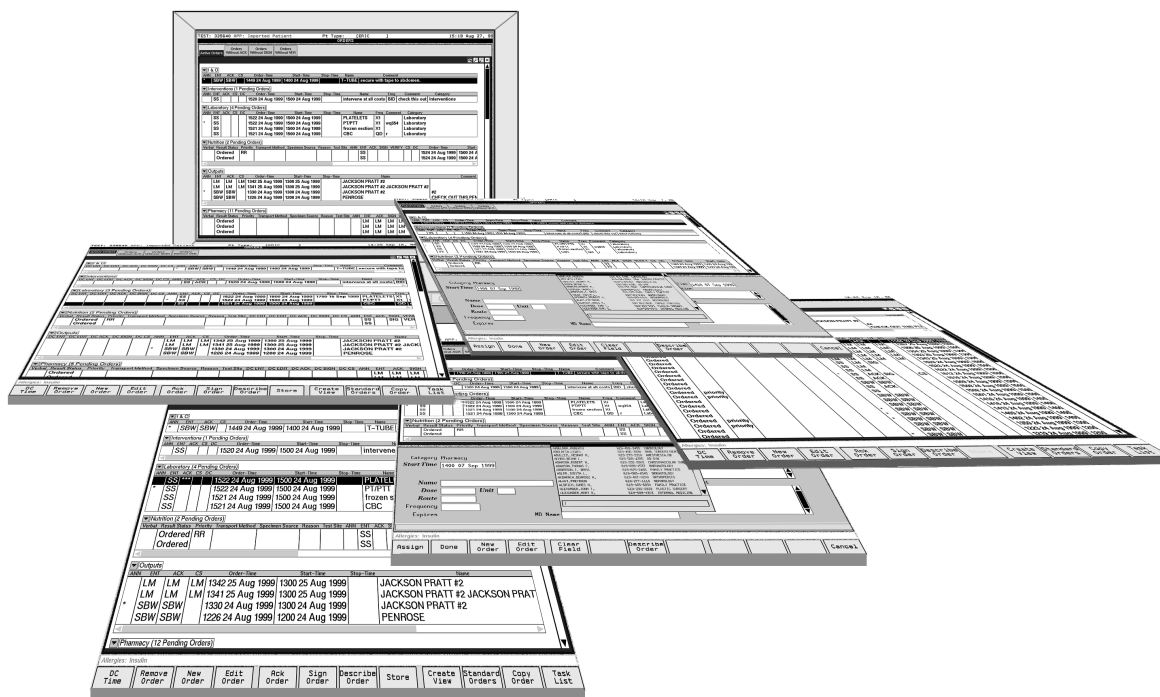
- User Notes -

Beginning Order Entry

Module 9

Using Standard Orders

As an alternative to “New Orders”, preconfigured sets of orders can be automatically added for a selected patient. These may be complete orders, or they may be missing information that needs to be filled in on a per-patient basis. These orders can be organized by physician preference, physician group or procedure.



- User Notes -

Exercise A: How to Enter Standard Orders

Step by Step	Additional Information
1. Press the “ Standard Orders ” soft key.	A Choice list appears of pre-defined order categories.
2. To abort the standard orders function, press the “ Cancel ” soft key.	Return to order screen.
3. Select a category of standard orders from the choice list by using arrow keys or entering a partial name in the search string box and double clicking the selection.	Desired standard order category is highlighted.

TEST: 335640 APP: Imported Patient Pt Type: [ERIC] 14:33 Sep 17, 99

ORDERS

Active Orders Orders Without ACK Orders Without SIGN Orders Without VER

I & O

DC	ENT	ANN	EDIT	ENT	VERIFY	Name	ACK	SIGN	CS	Comment	Order-Time	Start-Time	Stop-Time	D
	*			SBW		T-TUBE	SBW			secure with tape to abdomen.	1449 24 Aug 1999	1400 24 Aug 1999		

Interventions (1 Pending Orders)

DC	ENT	ANN	EDIT	ENT	VERIFY	Name	ACK	SIGN	CS	Freq	Comment	Order-Time	Start-Time	Stop-Time	Ti
***				SS		intervene at all costs	ACK			BID	check this out	1520 24 Aug 1999	1500 24 Aug 1999	1300 17 Sep	

Laboratory (2 Pending Orders)

DC	ENT	ANN	EDIT	ENT	VERIFY	Name	ACK	SIGN	CS	Freq	Comment	Order-Time	Start-Time	Stop-Time	DC	E
				SIG	SS	VER	frozen section	ACK	SIG	CS	X1	1521 24 Aug 1999	1500 24 Aug 1999	1200 17 Sep 1999		
				SS		CBC				QD	r	1521 24 Aug 1999	1500 24 Aug 1999			

Nutrition (2 Pending Orders)

DC	ENT	ANN	EDIT	ENT	VERIFY	Name	ACK	SIGN	CS	Volume (ml)	Rate (ml/hr)	Amount	Dose	Site	Freq	Comment	
				SIG	SS	DAT		SIG	Cnt							TID	can eat whatever they want

Category

- OHS Test (std neuro)
- TEST 1687 ONE
- OHS TEST2
- JM newset #1
- JM newset #2
- JM Test 1687 A
- JM Test 1687 B
- JM Test 1687 C
- 1705 A jm
- 1705 B jm
- 1705 C jm
- CAWH/Reconfig
- CAWH Standing Orders
- CCU Admission Orders

Allergies: Insulin

Assign Done New Order Edit Order Enter Time Describe Order Cancel

Step by Step

Additional Information

4. Press the “**ENTER**” key or double-click the selection with the **Left Mouse Button**.
MD Name choice list will appear.
5. Select an MD Name from the choice list by using arrow keys, search string, or double the selection.
Desired MD Name is highlighted.
6. Press the “**ENTER**” key or double-click the selection with the **Left Mouse Button**.
The Order Entry Screen with the selected standard orders will appear.

TEST: 335640 APP: Imported Patient Pt Type: [ERIC] 14:34 Sep 17, 99

ORDERS

Active Orders Orders Without ACK Orders Without SIGN Orders Without VER

I & O

DC	ENT	ANN	EDIT	ENT	VERIFY	Name	ACK	SIGN	CS	Comment	Order-Time	Start-Time	Stop-Time	D
	*			SBW		T-TUBE	SBW			secure with tape to abdomen.	1449 24 Aug 1999	1400 24 Aug 1999		

Interventions (1 Pending Orders)

DC	ENT	ANN	EDIT	ENT	VERIFY	Name	ACK	SIGN	CS	Freq	Comment	Order-Time	Start-Time	Stop-Time
***				SS		intervene at all costs	ACK			BID	check this out	1520 24 Aug 1999	1500 24 Aug 1999	1300 17 Sep 1999

Laboratory (2 Pending Orders)

DC	ENT	ANN	EDIT	ENT	VERIFY	Name	ACK	SIGN	CS	Freq	Comment	Order-Time	Start-Time	Stop-Time	DC	E
	SIG			SS	VER	frozen section	ACK	SIG	CS	X1		1521 24 Aug 1999	1500 24 Aug 1999	1200 17 Sep 1999		
				SS		CBC				QD	r	1521 24 Aug 1999	1500 24 Aug 1999			

Nutrition (2 Pending Orders)

DC	ENT	ANN	EDIT	ENT	VERIFY	Name	ACK	SIGN	CS	Volume (ml)	Rate (ml/hr)	Amount	Dose	Site	Freq	Comment	
				SIG	SS	DAT		SIG	Cnt							TID	can eat whatever they want

Category

Category	MD Name	MD Name
OHS Test (std neuro)	ABDELNUR, ROBERTO	619-4
TEST 1687 ONE	ABULAFIA, LEWIS	619-4
OHS TEST2	ABULLEIL, MEDHAT M.	619-4
JH newset #1	ACORD, BRIAN L.	619-4
JH newset #2	ADAMSON, ROBERT M.	619-4
JH Test 1687 A	ADAMSON, THOMAS C.	619-4
JH Test 1687 B	ADDERSON, J. DERYL	619-4
JH Test 1687 C	ADLER, JUDITH L.	619-4
1705 A jm	AKBARNIA, BEHROOZ A.	619-4
1705 B jm	ALAVI, FREYDOUN	619-4
1705 C jm	ALDRICH, JAMES H.	619-4
CAWH/Reconfig	ALEXANDER, JOHN T.	619-4
CAWH Standing Orders	ALEXANDER, MARY E.	619-4
CCU Admission Orders	ALEXANDER, RANNA L.	619-4

Allergies: Insulin

Assign Done New Order Edit Order Enter Time Describe Order Cancel

Step by Step

7. Press the “**Start Time**” soft key to change start time of selected order and press the “**ENTER**” key.
8. Press the “**Assign** or **Assign All**” soft keys to accept the highlighted order.
9. Press the “**Remove Order**” soft key to delete the highlighted order.

Additional Information

To select multiple orders, select one order and press the shift button to select more orders.

The order must contain Order Time, Start Time and Name for the order to be assigned. Order will move to “**Active Order**” view. Astericks will appear in the **ENT** and **ACK** column.

Order is deleted from Standard Orders.

TEST: 335640 APP: Imported Patient Pt Type: [ERIC] 14:34 Sep 17, 99

ORDERS

Active Orders Orders Without ACK Orders Without SIGN Orders Without VER Standard Set: OMS TEST2

▼ Medications (4 Pending Orders)

DC	ENT	ANN	EDIT	ENT	VERIFY	Name	ACK	SIGN	CS	Dose	Freq	Comment	Order-Time	Start-Time
						MANNITOL 25% INJ 12.5GM/50ML VIAL				25 Gms	Q8H PRN	ICP > 25 mmHg	1434 17 Sep 1999	1400 17 Sep 1999
						LASIX 20MG/2ML INJ				20 Mgs	Q4H PRN	ICP > 20 mmHg	1434 17 Sep 1999	1400 17 Sep 1999
						ZANTAC 50MG/2ML INJ				50 Mgs	Q8H		1434 17 Sep 1999	1400 17 Sep 1999
						TAGAMET 300MG/2ML INJ				300 Mgs	Q6H		1434 17 Sep 1999	1400 17 Sep 1999

Allergies: Insulin

Start Time Assign Assign All Edit Order Remove Order Done

Step by Step

Additional Information

10. Press the **“Edit Order”** soft key to edit any orders in the standard order set.

Editing Order screen will appear.

11. Press the **“Assign All”** soft key.

All orders will move to the **“Active Orders”** view. Astericks will appear in the **“ENT”** and **“ACK”** columns.

12. Press the **“Store”** soft key.

Permission dialog box will appear.

13. Enter your ID Code in the permission dialog box and press **“OK”** or **“ENTER”**.

TEST: 335640 APP: Imported Patient Pt Type: [ERIC] 12:03 Sep 9, 99

ORDERS

Active Orders Orders Without ACK Orders Without SIGN Orders Without VER

▼ I & O

ANN	ENT	ACK	CS	Order-Time	Start-Time	Stop-Time	Name	Comment
*	SBW	SBW		1449 24 Aug 1999	1400 24 Aug 1999		T-TUBE	secure with tape to abdomen.

▼ Interventions (1 Pending Orders)

ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Freq	Comment
	SS				1520 24 Aug 1999	1500 24 Aug 1999		intervene at all costs	BID	check this out

▼ Laboratory (4 Pending Orders)

ANN	ENT	ACK	CS	D
*	SS	***		
	SS			
	SS			
	SS			

▼ Nutrition (2 Pending Orders)

Verbal	Result	Status	P
Ordered	RR		
Ordered	SS		
	SS		

▼ Outputs

ANN	ENT	ACK	CS	Stop-Time	Name
*	LM	LM	LM	1999	JACKSON PRATT #2
	LM	LM	LM	1999	JACKSON PRATT #2 JACKSON PRAT
	SBW	SBW		1999	JACKSON PRATT #2
	SBW	SBW		1999	PENROSE

▼ Pharmacy (12 Pending Orders)

Allergies: Insulin

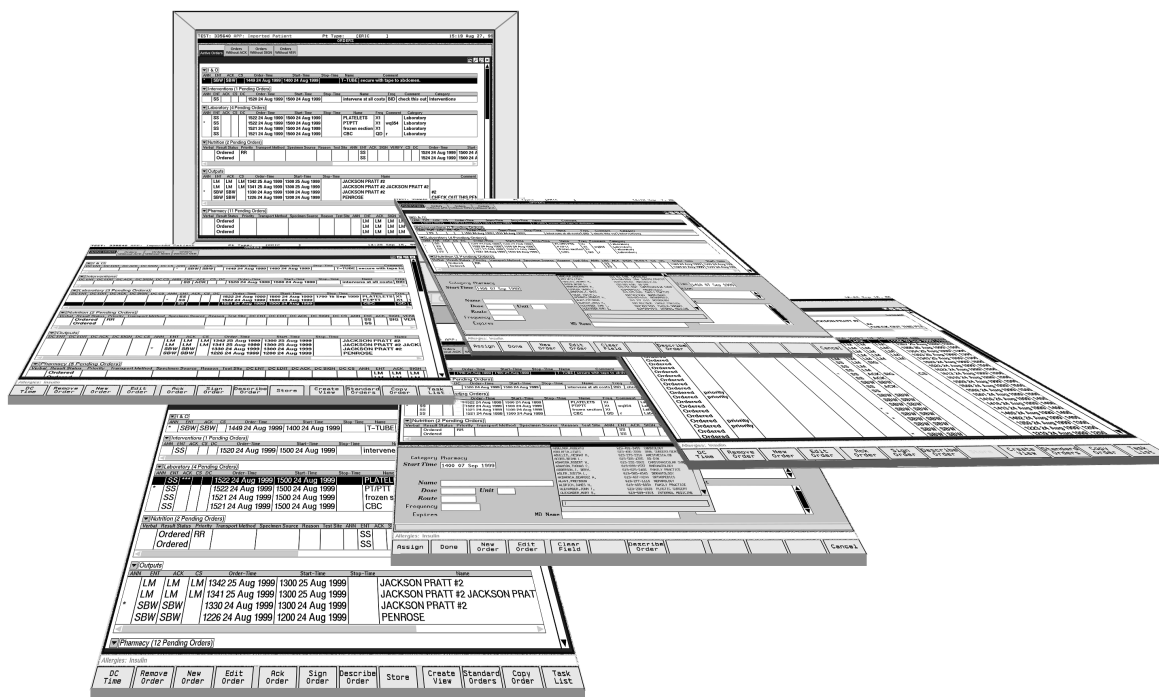
OK CANCEL

Beginning Order Entry

Module 10

Viewing an Order

The custom view provides how a patient's order view may be customized, sorted or displayed. Additionally, orders with a particular status such as "D/C'd Orders", "Not CounterSigned", "New Orders", etc. can also be reviewed.



- User Notes -

Exercise A: How to View Orders

Step by Step

1. Select the Order Entry Screen.
2. Press the “**Create View**” soft key.
3. Choose characteristics of order.
4. Check-off one or more sort options.

Additional Information

Custom view screen appears.

Order views may be customized, sorted or displayed. Additionally, orders with a particular status such as “**D/C’d Orders**”, “**Not CounterSigned**”, “**New Orders**”, etc. can also be reviewed.

For “**Create View**” options, see **Module 1, Table 1-5**.

TEST: 335640 APP: Imported Patient Pt Type: [ERIC] 11:45 Sep 16, 99

ORDERS

Active Orders Orders Without ACK Orders Without SIGN Orders Without VER

▼ I & O

DC	ENT	DC EDIT	DC ACK	DC SIGN	DC CS	ANN	ENT	ACK	CS	Order-Time	Start-Time	Stop-Time	Name	Comment
						*	SBW	SBW		1449 24 Aug 1999	1400 24 Aug 1999		T-TUBE	secure with tape to

▼ Interventions

DC	ENT	DC EDIT	DC ACK	DC SIGN	DC CS	ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Freq
							SS	ACK			1520 24 Aug 1999	1500 24 Aug 1999		intervene at all costs	BID

▼ Laboratory (4 Pending Orders)

DC	ENT	DC EDIT	DC ACK	DC SIGN	DC CS	ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Freq
						*	SS				1522 24 Aug 1999	1500 24 Aug 1999	1700 15 Sep 1999	PLATELETS	X1
							SS				1522 24 Aug 1999	1500 24 Aug 1999		PT/PTT	X1
							SS				1521 24 Aug 1999	1500 24 Aug 1999		frozen section	X1
							SS				1521 24 Aug 1999	1500 24 Aug 1999		CBC	QD

▼ Nutrition (2 Pending Orders)

Verbal	Result Status	Priority	Transport Method	Specimen Source	Reason	Test Site	DC	ENT	DC EDIT	DC ACK	DC SIGN	DC CS	ANN	ENT	ACK	SIGN	VER
Ordered	Ordered	RR													SS	SIG	VER
															SS		

▼ Outputs

DC	ENT	DC EDIT	DC ACK	DC SIGN	DC CS	ANN	ENT	ACK	CS	Order-Time	Start-Time	Stop-Time	Name
						*	LM	LM	LM				JACKSON PRATT #2
							LM	LM	LM				JACKSON PRATT #2 JACK
							SBW	SBW					JACKSON PRATT #2 JACK
							SBW	SBW					PENROSE

▼ Pharmacy (5 Pending Orders)

Verbal	Result Status	Priority	Transport Method	Specimen Source	Reason	Test Site	DC	ENT	DC EDIT	DC ACK	DC SIGN	DC CS	ANN	ENT	ACK	SIGN
Ordered															LM	LM
															LM	LM

Allergies: Insulin

DC Time Remove Order New Order Edit Order Ack Order Sign Order Describe Order Store Create View Standard Orders Copy Order Task List

Exercise B: How To Edit A View


Step by Step

1. Press the “**Edit View**” soft key or the edit icon.

Additional Information

Edits existing view.

The “**Custom View**” window will display with the check box selections for the view. This same function is available via the mouse by clicking on the Edit Icon.

Edit Icon 

TEST: 335640 APP: Imported Patient Pt Type: [ERIC] Sep 16, 99

ORDERS

Active Orders Orders Without ACK Orders Without SIGN Orders Without VER

DC	ENT	DC EDIT	DC ACK	DC SIGN	DC CS	ANN	ENT	ACK	CS	Order-Time	Start-Time	Stop-Time	Name	Comment
						*	SBW	SBW		1449 24 Aug 1999	1400 24 Aug 1999		T-TUBE	secure with tape to abdomen.

▼ Interventions

DC	ENT	DC EDIT	DC ACK	DC SIGN	DC CS	ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Freq	Comment
								SS	ACK		1520 24 Aug 1999	1500 24 Aug 1999		intervene at all costs	BID	check this out

▼ Laboratory (4 Pending Orders)

DC	ENT	DC EDIT	DC ACK	DC SIGN	DC CS	ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Freq	Comment	Ca
						*		SS			1522 24 Aug 1999	1500 24 Aug 1999	1700 15 Sep 1999	PLATELETS	XI		Lab
								SS			1522 24 Aug 1999	1500 24 Aug 1999		PT/PTT	XI	wq354	Lab
								SS			1521 24 Aug 1999	1500 24 Aug 1999		frozen section	XI		Lab
								SS			1521 24 Aug 1999	1500 24 Aug 1999		CBC	QD	r	Lab

▼ Nutrition (2 Pending Orders)

Verbal	Result Status	Priority	Transport Method	Specimen Source	Reason	Test Site	DC	ENT	DC EDIT	DC ACK	DC SIGN	DC CS	ANN	ENT	ACK	SIGN	VER
Ordered		RR													SS		SIG
Ordered															SS		VER

▼ Outputs

DC	ENT	DC EDIT	DC ACK	DC SIGN	DC CS	ANN	ENT	ACK	CS	Name
						*	LM	LM	LM	JACKSON PRATT #2
							LM	LM	LM	JACKSON PRATT #2 JACKSON PRATT #2
							SBW	SBW	LM	JACKSON PRATT #2
							SBW	SBW	LM	ROSE

▼ Pharmacy (5 Pending Orders)

Verbal	Result Status	Priority	Transport Method	Specimen Source	Reason	Test Site	DC	ENT	DC EDIT	DC ACK	DC SIGN	DC CS	ANN	ENT	ACK	SIGN	VER
Ordered															LM	LM	LM
Ordered															LM	LM	LM
Ordered															LM	LM	LM
Ordered															LM	LM	LM
Ordered															LM	LM	LM

Allergies: Insulin

Cosign Verify Order Renew Order Annotate Order Restore Order DC Sign DC Cosign DC Verify Edit View Zoom In Zoom Out Delete View

Step by Step

Additional Information

2. Change the view by selecting the sort options.

The OE screen will display the orders as sorted via the “**Edit View**” function.

Testing patient jm OMS-3 Phy: 765434 (Env OMS-TE) 15:19 Nov 2, 1999

OMS ORDERS SCREEN

Active Orders	Orders Without ACK	Orders Without SIGN	Orders Without VER	Orders Without RENEW	
CUSTOM VIEW					
<div>Pharmacy (3 Pending)</div> <div>Result Status Pending</div> <div>Ordered</div> <div>Ordered</div> <div>Ordered</div> <div>Ordered</div> <div>Ordered</div> <div>Ordered</div> <div>Ordered</div>	<div>By State of Order:</div> <div><input checked="" type="checkbox"/> All</div> <div><input type="checkbox"/> New Orders</div> <div><input type="checkbox"/> Verbal</div> <div><input type="checkbox"/> Active</div> <div><input type="checkbox"/> Pending Orders</div> <div><input type="checkbox"/> IC'd</div> <div><input type="checkbox"/> Removed</div> <div><input type="checkbox"/> Previous</div>	<div>By Category:</div> <div><input checked="" type="checkbox"/> All Categories</div> <div><input type="checkbox"/> Selected Categories...</div>	<div>By Physician:</div> <div><input checked="" type="checkbox"/> All Physicians</div> <div><input type="checkbox"/> Selected Physicians...</div>	<div>Freq Dose</div> <div>10000 U</div> <div>125 MG</div> <div>325 MG</div> <div>325 MG</div> <div>120 MG</div> <div>0.25mg MC</div> <div>50 MG/ML</div> <div>300 MG</div>	
<div>Pt.Care-Activity/ADL</div> <div>Freq MD</div> <div>TID Andersen, Kurt</div> <div>Q12 Andersen, Kurt</div>	<div>By Orders Without:</div> <div><input type="checkbox"/> ACK</div> <div><input type="checkbox"/> VER</div> <div><input type="checkbox"/> SIGN</div> <div><input type="checkbox"/> COSIGN</div> <div><input type="checkbox"/> RENEW</div>	<div>By Subcategory:</div> <div><input checked="" type="checkbox"/> All Sub-Categories</div> <div><input type="checkbox"/> Selected Sub-Categories...</div>	<div>Sort Options</div>		<div>Sub Category</div> <div>ADL Activity</div> <div>ADL Exercises</div>
<div>Pt.Care-Elimination</div> <div>Result Status Pending</div> <div>Ordered</div>				<div>st Priority Provi</div> <div>t ROUTINE 003</div>	
<div>Radiology</div> <div>Result Status Pending</div> <div>Ordered</div>	<div>By Order Name:</div> <div><input checked="" type="checkbox"/> All Order Names</div> <div><input type="checkbox"/> Selected Order Names...</div>	<div>For Chart Review:</div> <div><input type="checkbox"/> Chart Check</div> <div>Start Time: 1519 1 Nov 1999</div> <div>End Time: 1519 2 Nov 1999</div>	<div>By Standard Order Set:</div> <div><input checked="" type="checkbox"/> All Standard Orders</div> <div><input type="checkbox"/> Selected Standard Orders...</div>	<div>Charge C</div> <div>evin</div> <div>t, Ahmad</div>	
<div>Tester</div> <div>Result Status Pending</div> <div>Ordered</div> <div>Ordered</div> <div>Ordered</div>				<div>Route Volume (ml)</div> <div>PO</div> <div>PO</div> <div>1000</div>	
Allergies: Digitalis Derivatives					
<div>View Reset Cancel</div>					

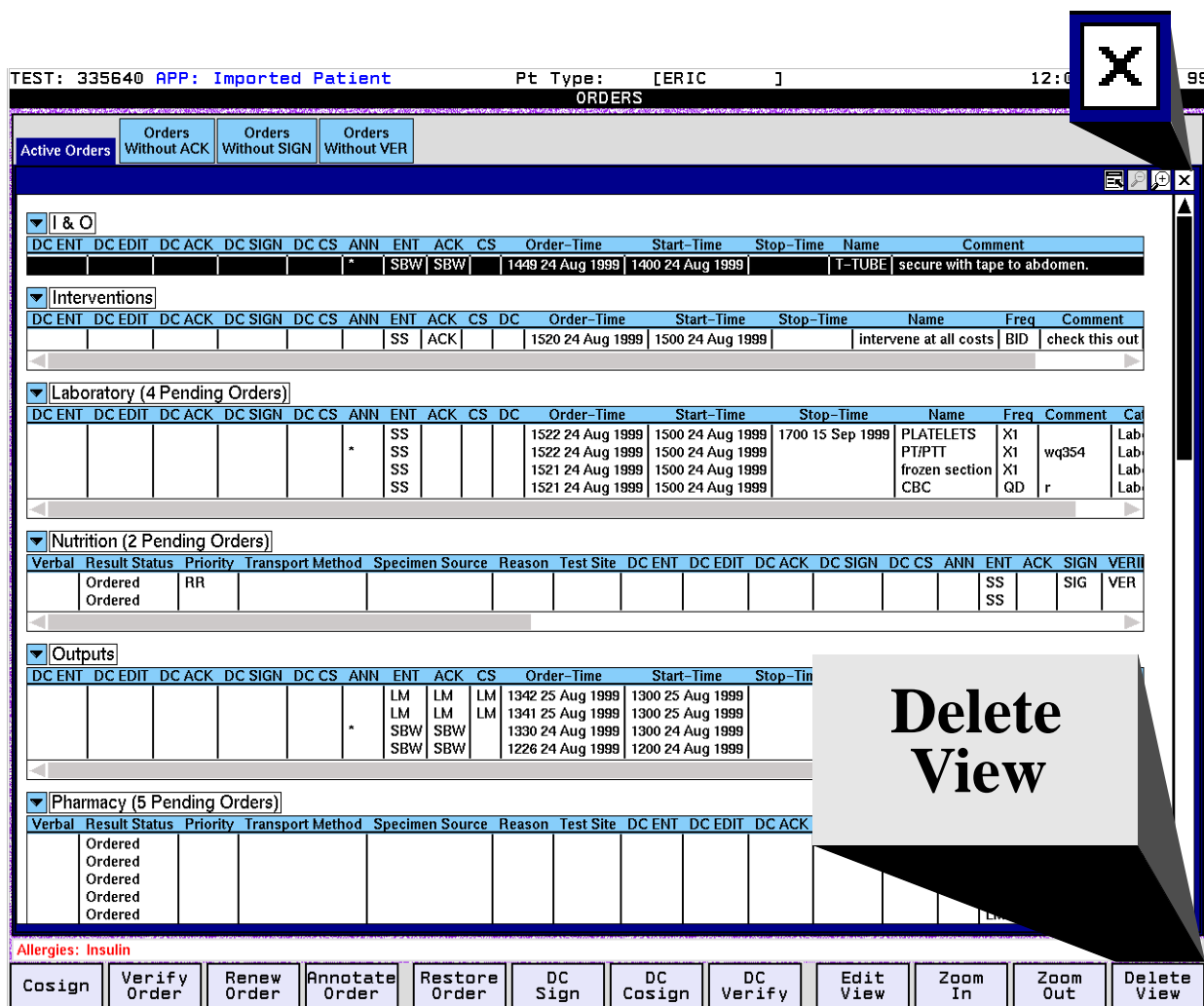
Exercise C: How To Remove A View

Step by Step

Additional Information

1. Select the “**Tab View**” on the OE screen to be removed.
2. Press the “**Delete View**” soft key or delete view icon to remove the Tab.

View is deleted. Focus moves to next left tab.



TEST: 335640 APP: Imported Patient Pt Type: [ERIC] 12:00 99

ORDERS

Active Orders Orders Without ACK Orders Without SIGN Orders Without VER

▼ I & O

DC ENT	DC EDIT	DC ACK	DC SIGN	DC CS	ANN	ENT	ACK	CS	Order-Time	Start-Time	Stop-Time	Name	Comment
					*	SBW	SBW		1449 24 Aug 1999	1400 24 Aug 1999		T-TUBE	secure with tape to abdomen.

▼ Interventions

DC ENT	DC EDIT	DC ACK	DC SIGN	DC CS	ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Freq	Comment
						SS	ACK			1520 24 Aug 1999	1500 24 Aug 1999		intervene at all costs	BID	check this out

▼ Laboratory (4 Pending Orders)

DC ENT	DC EDIT	DC ACK	DC SIGN	DC CS	ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Freq	Comment	Ca
					*	SS				1522 24 Aug 1999	1500 24 Aug 1999	1700 15 Sep 1999	PLATELETS	X1		Lab
						SS				1522 24 Aug 1999	1500 24 Aug 1999		PT/PTT	X1	wq354	Lab
						SS				1521 24 Aug 1999	1500 24 Aug 1999		frozen section	X1		Lab
						SS				1521 24 Aug 1999	1500 24 Aug 1999		CBC	QD	r	Lab

▼ Nutrition (2 Pending Orders)

Verbal	Result Status	Priority	Transport Method	Specimen Source	Reason	Test Site	DC ENT	DC EDIT	DC ACK	DC SIGN	DC CS	ANN	ENT	ACK	SIGN	VER
Ordered	Ordered	RR											SS		SIG	VER
Ordered	Ordered												SS			

▼ Outputs

DC ENT	DC EDIT	DC ACK	DC SIGN	DC CS	ANN	ENT	ACK	CS	Order-Time	Start-Time	Stop-Time
					*	LM	LM	LM	1342 25 Aug 1999	1300 25 Aug 1999	
						LM	LM	LM	1341 25 Aug 1999	1300 25 Aug 1999	
						SBW	SBW	SBW	1330 24 Aug 1999	1300 24 Aug 1999	
						SBW	SBW	SBW	1226 24 Aug 1999	1200 24 Aug 1999	

▼ Pharmacy (5 Pending Orders)

Verbal	Result Status	Priority	Transport Method	Specimen Source	Reason	Test Site	DC ENT	DC EDIT	DC ACK
Ordered	Ordered								
Ordered	Ordered								
Ordered	Ordered								
Ordered	Ordered								
Ordered	Ordered								

Allergies: Insulin

Cosign Verify Order Renew Order Annotate Order Restore Order DC Sign DC Cosign DC Verify Edit View Zoom In Zoom Out Delete View

Exercise D: How to Sort Alphabetically, Chronologically, or Numerically

Step by Step	Additional Information
1. Double click the desired column to sort.	See the following examples of the ways to sort the sections by name or frequency.
	Numeric columns sort in ascending order, i.e: latest or largest number on top. Text columns sort in alphabetical order.

Desired Column →

Name	Dose	Route	Freq
ACETAZOLAMIDE 125MG TAB	100 MG	PO	QD
ASPIRIN E.C. 81MG TABLET	81 MG	PO	QD
PENICILLIN 125MG/5ML 200M	125 MG/5ML	PO	BID
PENICILLIN 125MG/5ML 200M	125 MG/5ML		Q3
PENICILLIN 125MG/5ML 200M	125 MG/5ML		Q3
PENICILLIN 125MG/5ML 200M	125 MG/5ML	PO	Q6
PENICILLIN 125MG/5ML 200M	125 MG/5ML		QH
PENICILLIN G POT 500000U/	500 Cap	IV	QD

Sorting by Name

Desired Column →

Name	Dose	Route	Freq
PENICILLIN 125MG/5ML 200M	125 MG/5ML	PO	BID
PENICILLIN 125MG/5ML 200M	125 MG/5ML		Q3
PENICILLIN 125MG/5ML 200M	125 MG/5ML		Q3
PENICILLIN 125MG/5ML 200M	125 MG/5ML	PO	Q6
ACETAZOLAMIDE 125MG TAB	100 MG	PO	QD
ASPIRIN E.C. 81MG TABLET	81 MG	PO	QD
PENICILLIN G POT 500000U/	500 Cap	IV	QD
PENICILLIN 125MG/5ML 200M	125 MG/5ML		QH

Sorting by Frequency

How To Use Available Sorts

The following information provides you with different examples on available sorts from the custom view screen for Order Entry.

Table 10-1. Available Sorts From The Create View Screen

To View	Check the following check box
All new orders on the patient	New Orders under By State of Order
All active orders on the patient	Active under By State of Order
All pending order requiring acknowledgment	Pending under By State of Order
All orders that have been D/C'd during the patient's stay (limit 180 days)	D/C'd under By State of Order
All orders that have been removed during the patient's stay	Removed under By State of Order
All orders that need clinician's acknowledgment	ACK under By Orders Without
All orders that need pharmacy's verification	VER under By Orders Without
All orders that need a physician's signature	SIGN under By Orders Without
All orders that need an attending physician's co-signature or just a co-signature	COSIGN under By Orders Without
All orders by their order name	All Order Names under By Order Name
All orders with a specific order name	Selected Order Names... · Choice list under By Order Name
All orders in all categories	All Categories under By Category
All orders within a specific category	Selected Categories... · Choice list under By Category
All orders in all sub-categories	All Sub-Categories under By Subcategory
All orders within a specific sub-category	Selected Sub-Categories... · Choice list under By Subcategory
All orders assigned to the patient by all physicians	All Physicians under By Physician
All orders by a specific physician	Selected MDs... · Choice list under By Physician
All standard orders assigned to the patient	All Standard Orders under By Standard Order Set

Table 10-1. Available Sorts From The Create View Screen - Continued

To View	Check the following check box
All orders within a specific standard order set	Selected Standard Orders... · Choice list under By Standard Order Set
All orders assigned within the last 24 hours	Chart Check under For Chart Review... · Start Time or End Time
Select Start Time	Under For Chart Review
Select End Time	Under For Chart Review

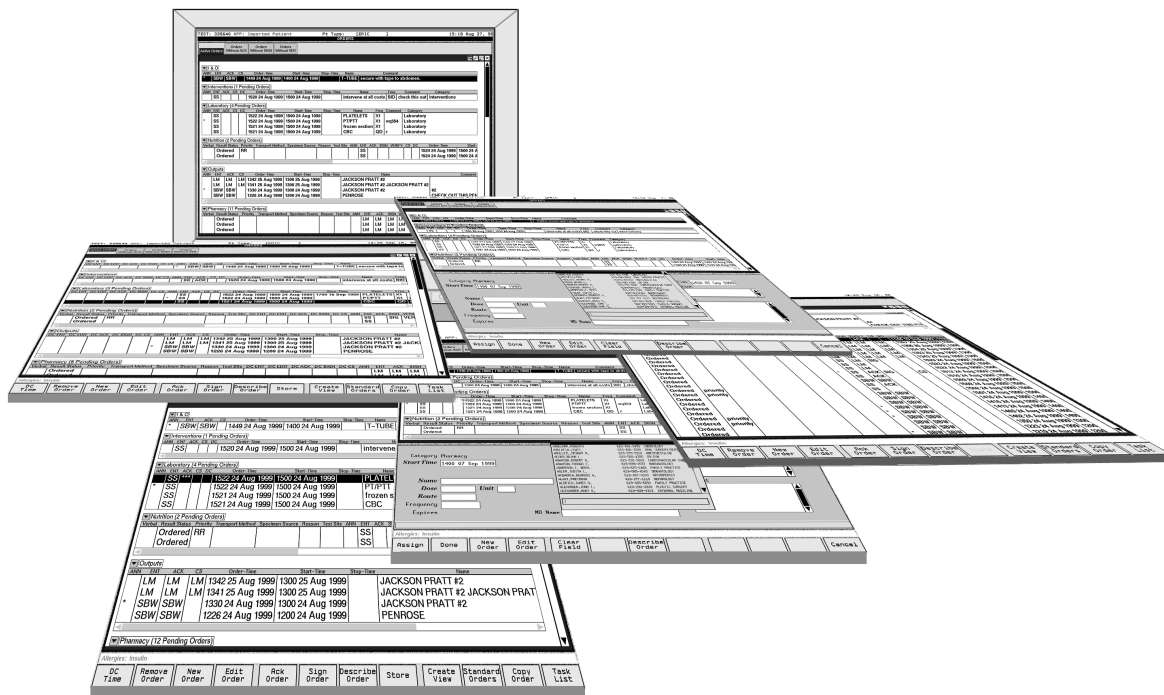
- User Notes -

Beginning Order Entry

Module 11

Copying an Order

An existing order can be copied to a New Order by pressing the “Copy Order” soft key from the main display screen. A duplicate order is then available for the user to edit.



- User Notes -

Exercise A: How to Copy an Order

Step by Step

1. Select the desired order.
2. Select the “Copy Order” soft key.
3. Press “No” if you do not wish to DC the original order.

Additional Information

Order will be highlighted. If an order is **Accidentally** removed, copy order can be used to reinstate it.

A message window will appear.

A “New Order Screen” will appear with the order filled in.

TEST: 335640 APP: Imported Patient Pt Type: [ERIC] 12:24 Sep 16, 99

ORDERS

Active Orders Orders Without ACK Orders Without SIGN Orders Without VER

▼ I & O

DC ENT DC EDIT DC ACK DC SIGN D

▼ Interventions

DC ENT DC EDIT DC ACK DC SIGN D

▼ Laboratory (4 Pending Orders)

DC ENT DC EDIT DC ACK DC SIGN D

▼ Nutrition (2 Pending Orders)

Verbal	Result Status	Priority	Transport Method	Specimen Source	Reason	Test Site	DC ENT	DC EDIT	DC ACK	DC SIGN	DC CS	ANN	ENT	ACK	SIGN	VER
Ordered	Ordered	RR											SS	SS		

▼ Outputs

DC ENT	DC EDIT	DC ACK	DC SIGN	DC CS	ANN	ENT	ACK	CS	Order-Time	Start-Ti
						LM	LM	LM	1342 25 Aug 1999	1300 25 Aug
						LM	LM	LM	1341 25 Aug 1999	1300 25 Aug
						SBW	SBW	SBW	1330 24 Aug 1999	1300 24 Aug
						SBW	SBW	SBW	1226 24 Aug 1999	1200 24 Aug

▼ Pharmacy (5 Pending Orders)

Verbal	Result Status	Priority	Transport Method	Specimen Source	Reason	Test Site	DC ENT	DC EDIT	DC ACK	DC SIGN	DC CS	ANN	ENT	ACK	SIGN	VER
Ordered	Ordered															
Ordered	Ordered															
Ordered	Ordered															
Ordered	Ordered															
Ordered	Ordered															

Allergies: Insulin

DC Time Remove Order New Order Edit Order Ack Order Sign Order Describe Order Store Create View Standard Orders Copy Order Task List

Do you wish to D/C the original order?

Yes No

Copy Order

Step by Step

Additional Information

- Press **"Yes"** if you wish to DC the original order.
- Press the **"Done"** soft key.
- Press the **"Store"** soft key to store the order(s).
- Enter your ID Code in the permission dialog box and press **"OK"** or **"ENTER"**.

A **"Copy Order"** box will appear with the current DC time and ordering Physician Name.

A **"New Order Screen"** will appear with the original order filled in. Edit if desired in the Order Editor screen.

Stores all previous orders.

TEST: 335640 APP: Imported Patient Pt Type: [ERIC] 12:30 Sep 16, 99

ORDERS

Active Orders Orders Without ACK Orders Without SIGN Orders Without VER

I & O

DC ENT	DC EDIT	DC ACK	DC SIGN	DC CS	ANN	ENT	ACK	CS	Order-Time	Start-Time	Stop-Time	Name	Comment
					*	SBW	SBW		1449 24 Aug 1999	1400 24 Aug 1999		T-TUBE	secure with tape to abdomen.

Interventions

DC ENT	DC EDIT	DC ACK	DC SIGN	DC CS	ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Freq	Comment
						SS	ACK			1520 24 Aug 1999	1500 24 Aug 1999		intervene at all costs	BID	check this out

Laboratory (4 Pending Orders)

DC ENT	DC EDIT	DC ACK	DC SIGN	DC CS	ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Freq	Comment	Ca
														X1		Lab
														X1	wq354	Lab
														QD	r	Lab

Nutrition (2 Pending Orders)

Verbal	Result Status	Priority	Trans
Ordered	Ordered	RR	

Outputs

DC ENT	DC EDIT	DC ACK	DC SIGN	DC CS	ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name
										99	1300 25 Aug 1999		JACKSON PRATT #2
										99	1300 25 Aug 1999		JACKSON PRATT #2 JACKSON PRATT #2
										99	1300 24 Aug 1999		JACKSON PRATT #2
										99	1200 24 Aug 1999		PENROSE

Pharmacy (5 Pending Orders)

Verbal	Result Status	Priority
Ordered	Ordered	
Ordered	Ordered	
Ordered	Ordered	
Ordered	Ordered	

Allergies: Insulin

Done

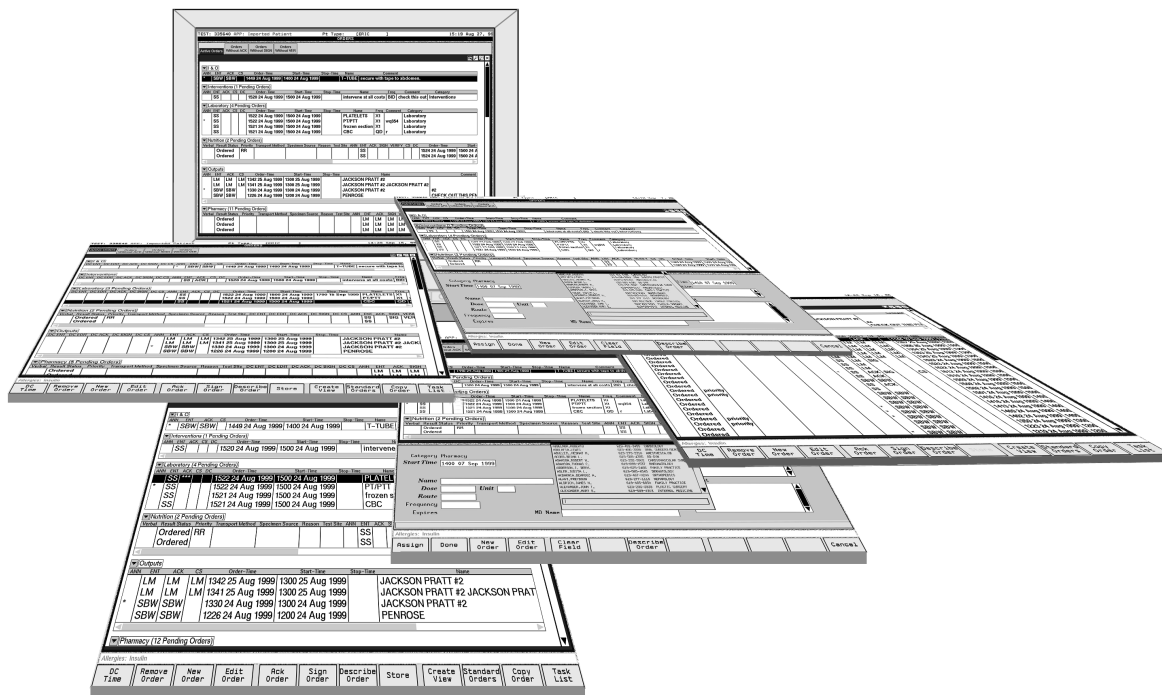
Done Cancel

Beginning Order Entry

Module 12

Renewing an Order

Orders with a configured internal expiration time can be renewed.



- User Notes -

- | | |
|--|---|
| 1. Select the desired order. | Order will be highlighted. Check the “ Tstop ” column (if configured) for expire. If it exists, the order has an internal expiration time. |
| 2. Select the “ Renew Order ” soft key. | Default (ordering) physician window appears with a choice list. |
| 3. Assign an Physician Name from the choice list if different from Physician name displayed. | |
| 4. Press the “ Done ” soft key. | Observe the changed stop time. |

[illegible]

Step by Step

Additional Information

- Press the **“Store”** soft key and store the order with entry level permissions.
 - Enter your ID Code in the permission dialog box and press **“OK”** or **“ENTER”**.
- If First Data Bank is available, warning messages or alerts will appear if applicable.
- Stores all previous orders. Renew will be displayed in the pending DC column.

TEST: 335640 APP: Imported Patient Pt Type: [ERIC] 11:23 Sep 10, 99

ORDERS

Active Orders Orders Without ACK Orders Without SIGN Orders Without VER Orders Without COSIGN

▼ Laboratory (4 Pending Orders)

ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Freq	Comment	Category
*	SS				1522 24 Aug 1999	1500 24 Aug 1999		PLATELETS	X1		Laboratory
	SS				1522 24 Aug 1999	1500 24 Aug 1999		PT/PTT	X1	wq354	Laboratory
	SS				1521 24 Aug 1999	1500 24 Aug 1999		frozen section	X1		Laboratory
	SS				1521 24 Aug 1999	1500 24 Aug 1999		CBC	QD	r	Laboratory

▼ Nutrition (2 Pending Orders)

Verbal	Result Status	Priority	Transport Method	Specimen Source	Reason	Test Site	ANN	ENT	ACK	SIGN	VERIFY	CS	DC	Order-Time	Start
Ordered		RR					SS		SIG			***		1524 24 Aug 1999	1500 24
Ordered															1500 24

If You Wish to Save Orders For Imported Patient Please enter ID code:

▼ Outputs

ANN	ENT	ACK	CS
LM	LM	LM	LM
LM	LM	LM	LM
SBW	SBW	SBW	SBW
SBW	SBW	SBW	SBW

▼ Pharmacy (7 Pending Orders)

Verbal	Result Status	Priority	Tr	Site	ANN	ENT	ACK	SIGN	VERIFY	CS	DC	Order-Time	Start
Ordered					LM	LM	LM	LM	LM	LM		1357 25 Aug 1999	1300
Ordered					LM	LM	LM	LM	LM	LM		1355 25 Aug 1999	1300
Ordered					LM	LM	LM	LM	LM	LM		1354 25 Aug 1999	1300
Ordered					LM	LM	LM	LM	LM	LM		1353 25 Aug 1999	1300
Ordered					LM	LM	LM	LM	LM	LM		1343 25 Aug 1999	1300
Ordered					SS	LM	SIG					1523 24 Aug 1999	1500
Ordered					SS	LM						1523 24 Aug 1999	1500
Ordered					SS	LM						1522 24 Aug 1999	1500
Ordered				*	SS	ACK	SIG					1512 24 Aug 1999	1500
Ordered					SS							1510 24 Aug 1999	1500
Ordered					SBW	SBW						1509 24 Aug 1999	1500

Allergies: Insulin

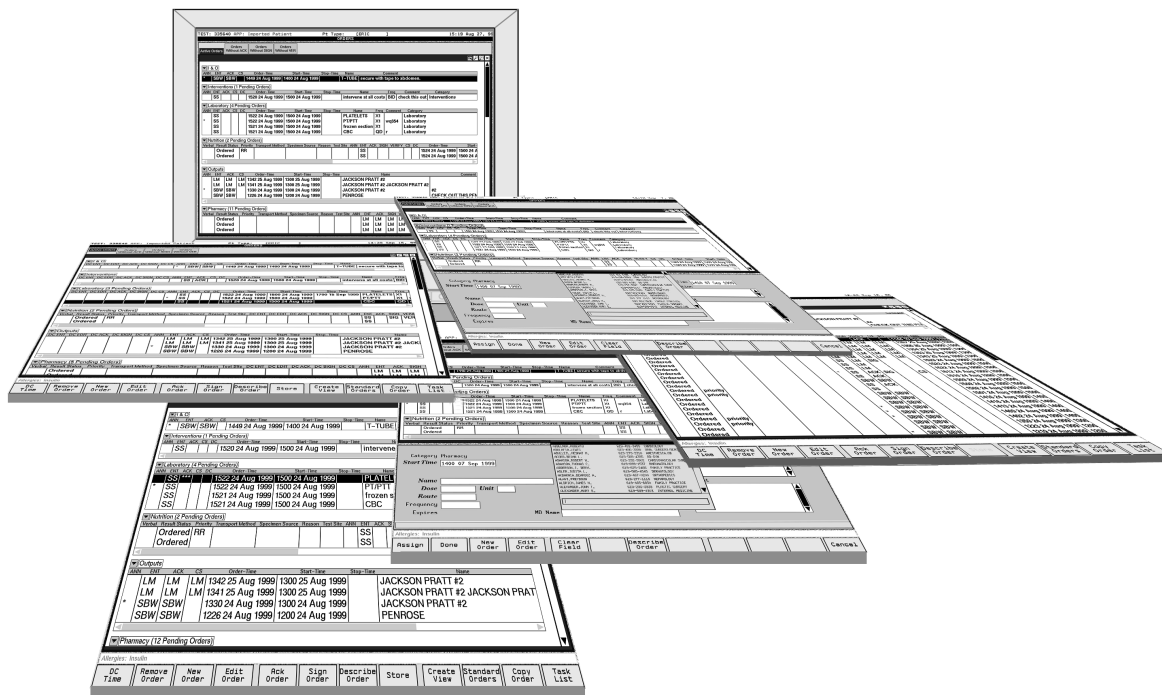
OK CANCEL

Beginning Order Entry

Module 13

Removing an Order

The Order Removal function provides a way to remove unlocked unstored and unlocked stored orders.



- User Notes -

Exercise A: How to Remove Unstored Orders

Step by Step

1. Select the unstored order to be removed.
2. Press the **“Remove Order”** soft key.

Additional Information

The order to be removed is highlighted.

The order to be removed is removed from the **“Active Orders”** screen and from the system.

TEST: 335640 APP: Imported Patient Pt Type: [ERIC] 14:35 Sep 9, 99

ORDERS

Active Orders Orders Without ACK Orders Without SIGN Orders Without VER

▼ I & O

ANN	ENT	ACK	CS	Order-Time	Start-Time	Stop-Time	Name	Comment
*	SBW	SBW		1449 24 Aug 1999	1400 24 Aug 1999		T-TUBE	secure with tape to abdomen.

▼ Interventions (1 Pending Orders)

ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Freq	Comment	Category
	SS				1520 24 Aug 1999	1500 24 Aug 1999		intervene at all costs	BID	check this out	Interventions

▼ Laboratory (4 Pending Orders)

ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Freq	Comment	Category
	SS				1522 24 Aug 1999	1500 24 Aug 1999		PLATELETS	X1		Laboratory
*	SS				1522 24 Aug 1999	1500 24 Aug 1999		PT/PTT	X1	wq354	Laboratory
	SS				1521 24 Aug 1999	1500 24 Aug 1999		frozen section	X1		Laboratory
	SS				1521 24 Aug 1999	1500 24 Aug 1999		CBC	QD	r	Laboratory

▼ Nutrition (2 Pending Orders)

Verbal	Result	Status	Priority	Transport Method	Specimen Source	Reason	Test Site	ANN	ENT	ACK	SIGN	VERIFY	CS	DC	Order-Time	Start-
	Ordered		RR						SS						1524 24 Aug 1999	1500 24 A
	Ordered								SS						1524 24 Aug 1999	1500 24 A

▼ Outputs

ANN	ENT	ACK	Stop-Time	Name	Comment
	LM	LM		JACKSON PRATT #2	
*	LM	LM		JACKSON PRATT #2 JACKSON PRATT #2	
	SBW	SBW		JACKSON PRATT #2	#2
	SBW	SBW		PENROSE	CHECK OUT THIS PEN

▼ Pharmacy (7 Pending Orders)

Verbal	Result	Status	Priority	Transport Method	Specimen Source	Reason	Test Site	ANN	ENT	ACK	SIGN	VERIFY	CS	DC	Order-Time	Start-
	Ordered								LM	LM	LM	LM	LM		1357 25 Aug 1999	1300
	Ordered								LM	LM	LM	LM	LM		1355 25 Aug 1999	1300
	Ordered								LM	LM	LM	LM	LM		1354 25 Aug 1999	1300

Allergies: Inst

Remove Order

DC Time Remove Order New Order Edit Order Ack Order Sign Order Describe Order Store Create View Standard Orders Copy Order Task List

Exercise B: How to Remove Stored Orders

Step by Step	Additional Information
1. Select an (unacknowledged, unsigned) unlocked order to be removed.	The order to be removed is highlighted and the removal history is retained.
2. Press the “ Remove Order ” soft key.	The selected order is deleted from the “ Active Order ” view. It can be displayed by creating a view of removed orders.

TEST: 335640 APP: Imported Patient Pt Type: [ERIC] 14:39 Sep 16, 99

ORDERS

Active Orders Orders Without ACK Orders Without SIGN Orders Without VER

▼ I & O

DC ENT	DC EDIT	DC ACK	DC SIGN	DC CS	ANN	ENT	ACK	CS	Order-Time	Start-Time	Stop-Time	Name	Comment
					*	SBW	SBW		1449 24 Aug 1999	1400 24 Aug 1999		T-TUBE	secure with tape to

▼ Interventions

DC ENT	DC EDIT	DC ACK	DC SIGN	DC CS	ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Freq
						SS	ACK			1520 24 Aug 1999	1500 24 Aug 1999		intervene at all costs	BID

▼ Laboratory (3 Pending Orders)

DC ENT	DC EDIT	DC ACK	DC SIGN	DC CS	ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Freq
					*	SS				1522 24 Aug 1999	1500 24 Aug 1999	1700 15 Sep 1999	PLATELETS	X1
						SS				1522 24 Aug 1999	1500 24 Aug 1999		PT/PTT	X1
						SS				1521 24 Aug 1999	1500 24 Aug 1999		CBC	QD

▼ Nutrition (2 Pending Orders)

Verbal	Result	Status	Priority	Transport Method	Specimen Source	Reason	Test Site	DC ENT	DC EDIT	DC ACK	DC SIGN	DC CS	ANN	ENT	ACK	SIGN	VER
	Ordered	Ordered		RR											SS	SIG	VER
															SS		

▼ Outputs

DC ENT	DC EDIT	Order-Time	Start-Time	Stop-Time	Name
		1342 25 Aug 1999	1300 25 Aug 1999		JACKSON PRATT #2
		1341 25 Aug 1999	1300 25 Aug 1999		JACKSON PRATT #2 JACK
		1330 24 Aug 1999	1300 24 Aug 1999		JACKSON PRATT #2
		1226 24 Aug 1999	1200 24 Aug 1999		PENROSE

▼ Pharmacy

Verbal	Result	Specimen Source	Reason	Test Site	DC ENT	DC EDIT	DC ACK	DC SIGN	DC CS	ANN	ENT	ACK	SIGN
	Ordered											LM	LM
												LM	LM

Allergies: Insu

Remove Order

DC Time Remove Order New Order Edit Order Ack Order Sign Order Describe Order Store Create View Standard Orders Copy Order Task List

Step by Step

Additional Information

- Press the “Store” soft key.
- Enter your ID Code in the permission dialog box and press “OK” or “ ”. The order is stored as removed.

TEST: 335640 APP: Imported Patient Pt Type: [ERIC] 14:45 Sep 16, 99

ORDERS

Active Orders Orders Without ACK Orders Without SIGN Orders Without VER

▼ I & O

DC ENT	DC EDIT	DC ACK	DC SIGN	DC CS	ANN	ENT	ACK	CS	Order-Time	Start-Time	Stop-Time	Name	Comment
					*	SBW	SBW		1449 24 Aug 1999	1400 24 Aug 1999		T-TUBE	secure with tape to

▼ Interventions

DC ENT	DC EDIT	DC ACK	DC SIGN	DC CS	ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Freq
						SS	ACK			1520 24 Aug 1999	1500 24 Aug 1999		intervene at all costs	BID

▼ Laboratory (3 Pending)

DC ENT	DC EDIT	DC ACK	DC SIGN	DC CS	ANN	ENT	ACK	CS	DC	Order-Time	Start-Time	Stop-Time	Name	Freq

If You Wish to Save Orders For Imported Patient Please enter ID code:

▼ Nutrition (2 Pending)

Verbal	Result Status	Prior	Ordered	Ordered	Reason	Test Site	DC ENT	DC EDIT	DC ACK	DC SIGN	DC CS	ANN	ENT	ACK	SIGN

▼ Outputs

Time	Start-Time	Stop-Time	Name
ig 1999	1300 25 Aug 1999		JACKSON PRATT #2
ig 1999	1300 25 Aug 1999		JACKSON PRATT #2 JACK
ig 1999	1300 24 Aug 1999		JACKSON PRATT #2
ig 1999	1200 24 Aug 1999		PENROSE

▼ Pharmacy (5 Pending)

Verbal	Result Status	Prior	Ordered	Ordered	Reason	Test Site	DC ENT	DC EDIT	DC ACK	DC SIGN	DC CS	ANN	ENT	ACK	SIGN

Allergies: Insulin

OK CANCEL

Exercise C: How to View All Removed Orders

Step by Step

1. Press the **“Create View”** soft key.
2. Click on **“Removed”** check box under the **“By State of Order”** sort option.
3. Press the **“View”** soft key.

Additional Information

If a removed orders view had been previously created, you will need to double-click on the removed orders tab at the top of the orders screen.

The Order Display screen will display a viewing of all removed orders.

TEST: 335640 APP: Imported Patient Pt Type: [ERIC] 14:51 Sep 16, 99

ORDERS

Active Orders Orders Without ACK Orders Without SIGN Orders Without VER Remove Orders

CUSTOM VIEW

By State of Order:

☐ All
☐ New Orders
☐ Verbal
☐ Active
☐ Pending Orders
☐ DC'd
☒ Removed

By Category:

☒ All Categories
☐ Selected Categories...

By Physician:

☒ All Physicians
☐ Selected Physicians...

By Orders Without:

☐ ACK
☐ VER
☐ SIGN
☐ COSIGN

By Subcategory:

☒ All Sub-Categories
☐ Selected Sub-Categories...

By Order Name:

☒ All Order Names
☐ Selected Order Names...

By Standard Order Set:

☒ All Standard Orders
☐ Selected Standard Orders...

View

Allergies: Insulin

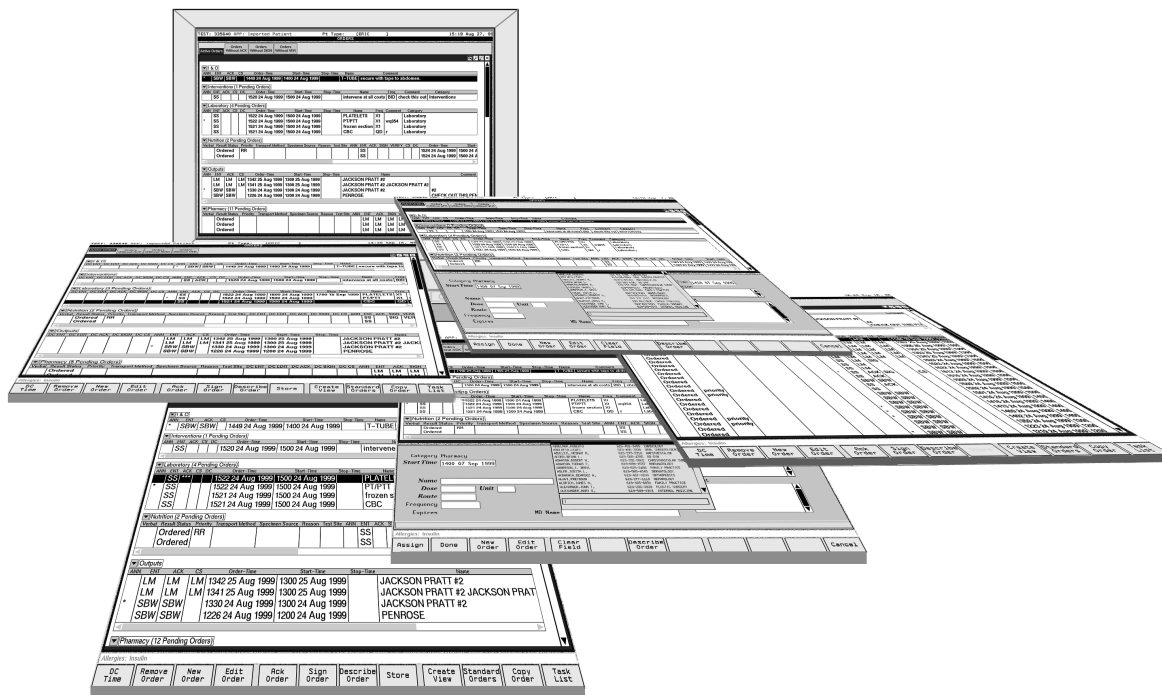
View Reset Cancel

Beginning Order Entry

Module 14

Task List

The Task List displays a read-only screen that contains information about the “tasks” that are scheduled to be performed by the hospital staff, according to the order information. Any order that has a valid frequency field will appear on the tasklist.



- User Notes -

Exercise A: How to Access and View a Tasklist

Step by Step

1. Press the **"Task List"** soft key.
2. Click on the **"Order"** to view.
3. Select the **"Describe Order"** soft key.
4. Press **"Continue"** to return to the **"Task List"**.

Additional Information

All functions can be performed using the mouse or keyboard.

The selected Order will be highlighted.

The order description window will appear detailing the history of the order.

As tasks are charted against in CIS, they **"fall off"** the Task List.

TEST: 335640 APP: Imported Patient Pt Type: [ERIC] 15:00 Sep 16, 99

ORDERS

Task List

DC	Time/Date	Freq	
	0000 Sep 17	Q3	
	2100 Sep 16	BID	
	2100 Sep 16	TID	
	2100 Sep 16	Q3	
	1800 Sep 16	Q3	
	1500 Sep 16	Q3	
	1300 Sep 16	TID	
	1200 Sep 16	Q3	
	0900 Sep 16	BID	
	0900 Sep 16	QD	
	0900 Sep 16	Q3	
	0900 Sep 16	QAM	
	0900 Sep 16	QAM	
	0900 Sep 16	QAM	
	0900 Sep 16	QAM	
	0700 Sep 16	QD+pep	
	0600 Sep 16	Q3	
	0500 Sep 16	TID	
	0300 Sep 16	Q3	
	1500 Aug 24	X1	
	1500 Aug 24	X1	
	1500 Aug 24	X4	

Order Description

***** Order *****

Entered by: OMSMD DONOTEDIT PERMISSIONS (ENT)
 Last Edit by:
 Last DC by:
 Approved by: NOT Approved
 Co-Sign by: NOT Co-signed
 Sign by: OMSMD DONOTEDIT PERMISSIONS (SIG)
 Verify by: NOT verified

Order Time: 1146 5 Aug 1999
 Start Time: 1100 5 Aug 1999
 Stop Time:

Name: Consent
 Category: Treatments
 Subcategory: Treatments

MD name:
 Verbal:
 Priority:
 Comment:

Continue

Comment

whatever
 check this out
 can eat whatever th
 whatever
 whatever
 whatever
 can eat whatever th
 whatever
 check this out
 r
 whatever
 whatever you like
 check residual
 whatever
 can eat whatever th
 whatever
 wq354

Allergies: Insulin

Continue

Step by Step

Additional Information

5. Select the **“Print”** soft key to print.

The order information will print to the desired printer.

6. Press the **“Cancel”** soft key.

The **“Order Entry”** screen will appear.

Testing patient jm OMS-3 Phy: 765434 (Env OMS-TE)13:33 Nov 2, 1999

OMS ORDERS SCREEN

Task List

DC	ENT	Time/Date	Freq	ANN	Name	Category	Sub Category	ENT	EDIT	ACK	SIGN	VERIFY	CS	Dose	Route	Schedule	Comment
		1700 Nov 2	TID	*	ambulate in hall	Pt.Care-Activity/ADL	Activity	ENT								none	comment
		1300 Nov 2	TID	*	ambulate in hall	Pt.Care-Activity/ADL	Activity	ENT								none	comment
		0000 Nov 3	Q12H	*	CALAN SR	Pharmacy	Medications	RN		RN				120 MG	PO		comment
		1200 Nov 2	Q12H	*	CALAN SR	Pharmacy	Medications	RN		RN				120 MG	PO		comment
		1700 Nov 2	BID	*	Dressing change	Tester	Treatments	ENT		RN	MD	PHA				Schedule	comment
		2200 Nov 2	Q12	*	Sample exercise	Pt.Care-Activity/ADL	Exercises	ENT								Schedule	Choicelist
		1000 Nov 2	Q12	*	Sample exercise	Pt.Care-Activity/ADL	Exercises	ENT								Schedule	Choicelist
		2200 Nov 2	Q6H	*	ZITHROMAX	Pharmacy	Medications	ENT		RN				300 MG	IV	Schedule	comment
		1600 Nov 2	Q6H	*	ZITHROMAX	Pharmacy	Medications	ENT		RN				300 MG	IV	Schedule	comment
		1000 Nov 2	Q6H	*	ZITHROMAX	Pharmacy	Medications	ENT		RN				300 MG	IV	Schedule	comment

Cancel Print

Allergies: Digitalis Derivatives

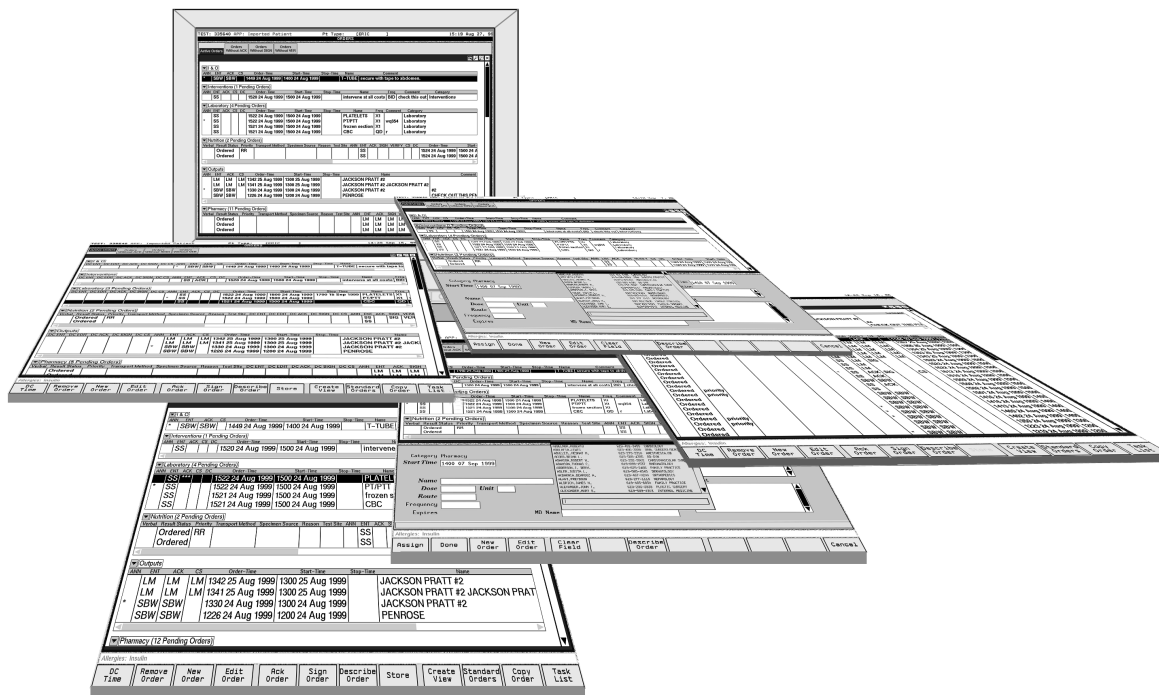
Cancel Describe Order Print

Beginning Order Entry

Module 15

Annotations

Annotations are typically communication notes that are not part of the orders.



- User Notes -

Exercise A: How To Annotate An Order

Step by Step

1. Click on the order to be annotated.
2. Press the **"Annotate Order"** soft key.
3. Press the **"Done"** soft key to view the order.
4. Press the **"Store"** soft key to store order(s).
5. Enter your ID Code in the permission dialog box and press **"OK"** or **"ENTER"**.

Additional Information

Order will be highlighted.

The Annotate Order window will display for the selected order. Annotations are editable in all order states.

Stores all annotation changes.

TEST: 335640 APP: Imported Patient Pt Type: [ERIC] 15:17 Sep 16, 99

ORDERS

Active Orders	Orders Without ACK	Orders Without SIGN	Orders Without VER
*	LM SBW SBW	LM SBW SBW	LM SBW SBW
	JACKSON PRATT #2	JACKSON PRATT #2	#2
	JACKSON PRATT #2	JACKSON PRATT #2	JACKSON PRATT #2
	PENROSE	PENROSE	CHECK OUT THIS PENROSE DRAIN
			1341 2
			1330 2
			1226 2

Pharmacy (5 Pending)

DC ENT ANN EDIT

Annotation:

Patient prefers pills crushed in apple sauce.

Done

Allergies: Insulin

Done Clear Data Cancel

Exercise B: How To Review Information Per Order

Step by Step	Additional Information
1. Highlight the order to be reviewed.	Any action to an order is recorded in the audit trail. Describe Order soft key informs by whom and when an order was entered, acknowledged, verified, DC'd, edited, renewed, signed, and cosigned.
2. Press the "Describe Order" soft key.	The Describe Item and Annotations window will appear for the selected order.
3. Review the edit history, permissions, or content of the order.	
4. Press "Continue" to return to the order screen.	

TEST: 335640 APP: Imported Patient Pt Type: [ERIC] 15:23 Sep 16, 99

ORDERS

Active Orders Orders Without ACK Orders Without SIGN Orders Without VER

SBW	ACETOHEXAMIDE 250MG TAB	SBW			
SBW	D5W+EPINEPHRINE+INSULIN	SBW	250	7.5	2(mg)/100(U)
SBW	D5W+DOPAMINE+BRETYLIUM+AMINOPHYLLINE	SBW	250	0	400(mg)/2(gm)
SBW	NS+INSULIN	SBW	100	8	25(U)
SBW	LR	SBW	1000	55	

Describe Order

***** Order *****

Entered by: Leila Moon, RN (LH)
Last Edit by:
Last DC by:
Approved by: Leila Moon, RN (LH)
Co-Sign by: Leila Moon, RN (LH)
Sign by: Leila Moon, RN (LH)
Verify by: Leila Moon, RN (LH)

Order Time: 1357 25 Aug 1999
Start Time: 1300 25 Aug 1999
Stop Time:

Name: NS+INSULIN
Category: Pharmacy
Subcategory: IV Drugs

***** More Details *****

Site: Jugular
Volume: 100 (ml)
Carrier: NS

Drug: INSULIN
Amount: 25(U)
Dose: 2(U/hr)

Continue

Annotations

NS+INSULIN Order Annotation

Modified
- Not yet stored.

DC EDIT

ACK

Treatments (19 Pending)

DC	ENT	ANN	EDIT	ENT	V	Freq	Comment
				SS		QAM	whatever you like
				SS		C Chart	
				SS		To Cath Lab	

Allergies: Insulin

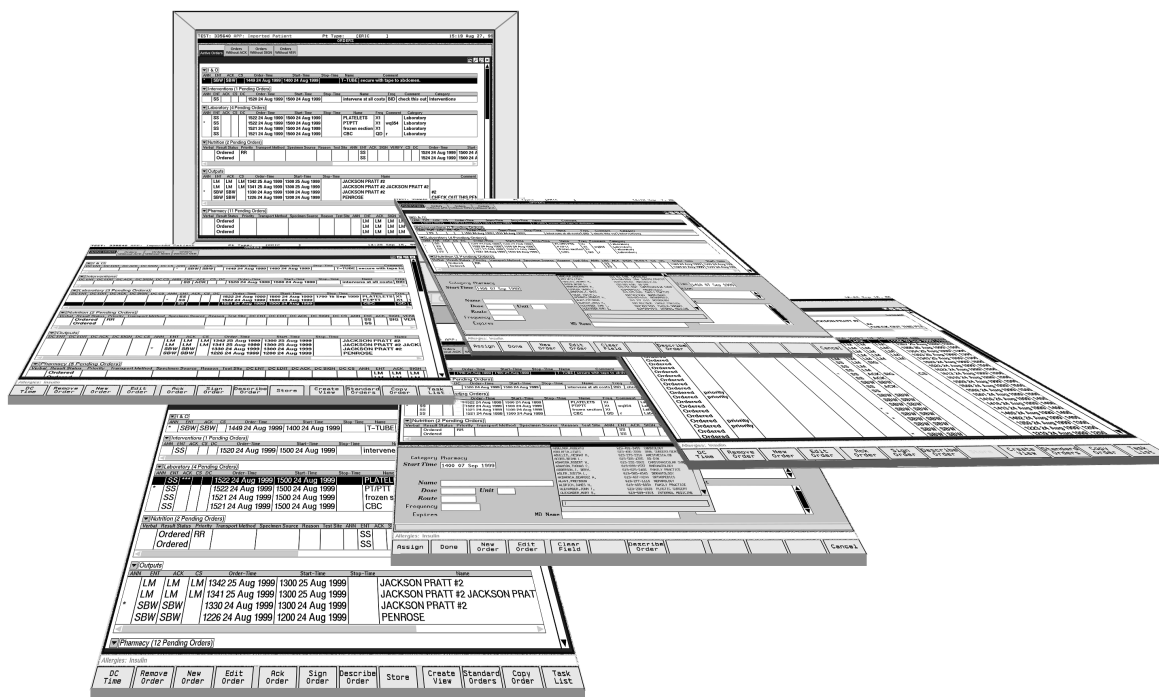
Continue

Beginning Order Entry

Appendix A

Troubleshooting

This section identifies problems that may occur while using the CliniComp, Intl.'s CIS hardware or software and references potential solutions to the problems. The following problem matrix will guide you through the troubleshooting and resolution process.



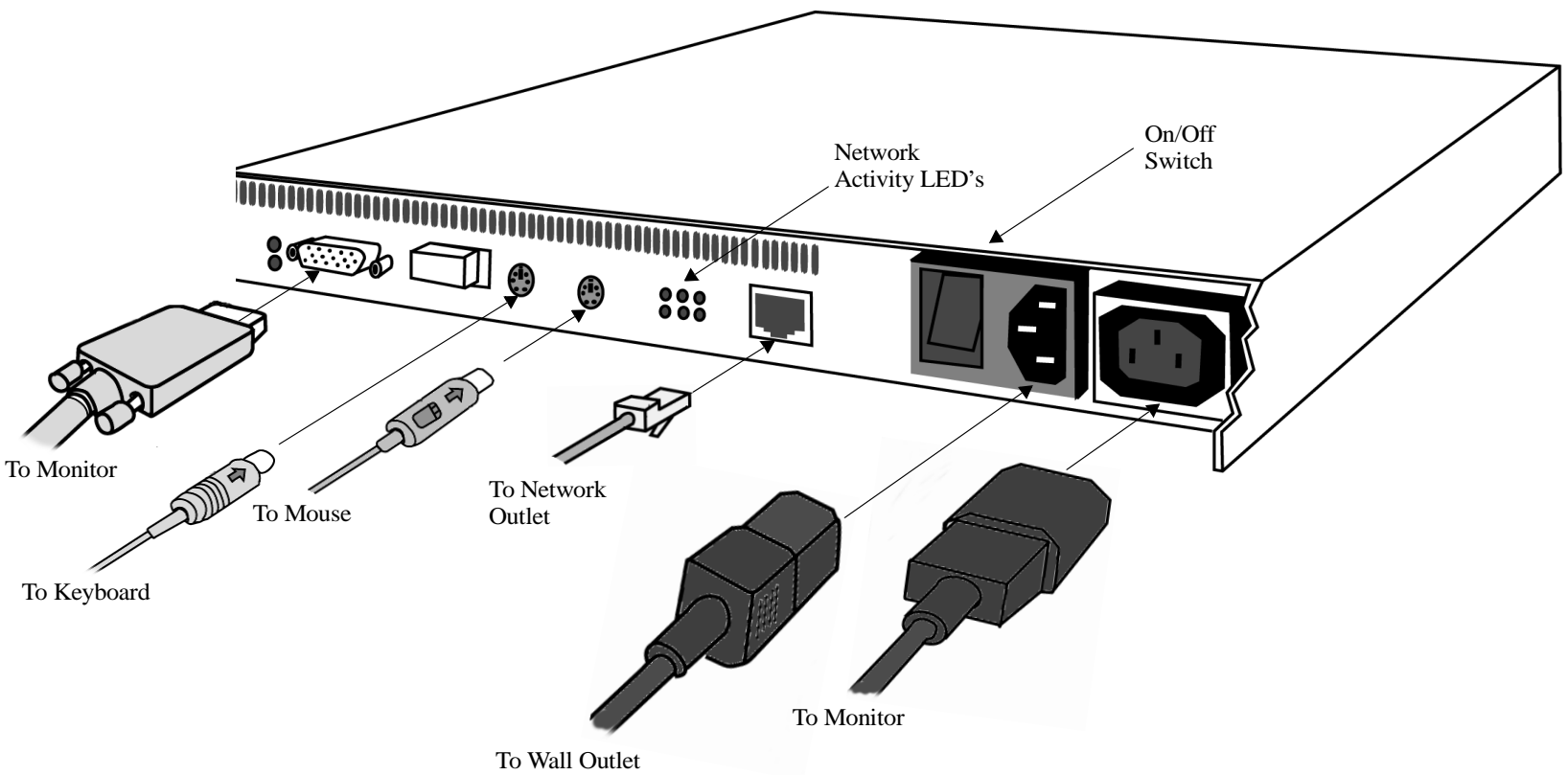


Figure A-1 X-Terminal Illustration

Table A-1. Hardware Troubleshooting

FAILURE	DESCRIPTION	DIAGNOSIS
DISPLAY STATION		
Frozen Screen	Display station not responding to any keystrokes.	<ul style="list-style-type: none"> • Is the cursor on the body of the screen? • Turn the base OFF and then ON. • Check to see if lights are ON for keyboard. • Check to see if keyboard is connected to base. • Check to see if cable from display station is attached. • Check to see if display station is booting up correctly. • Check to see if network cable is attached to base. • If the problem is not resolved, contact your System Administrator.
Black Screen	Display station screen is completely black	<ul style="list-style-type: none"> • Turn the base OFF and then ON. • Check to see if power cord is securely attached to the power outlet and into the back of the display station. • Check to see if your facility uses blackout as Screen Lock. • Check display station brightness. • Check to see if the impulse lights on the keyboard are illuminated when pressed. • Check to see if keyboard is connected to base. • Check to see if cable from display station is attached. • Check to see if display station is booting up properly. • Check to see if network cable is attached to base. • If the problems is not resolved, contact your System Administrator.

Table A-1. Hardware Troubleshooting - Continued

FAILURE	DESCRIPTION	DIAGNOSIS
White Screen	Display station screen is completely white	<ul style="list-style-type: none"> • Turn the base OFF and then ON. • Check display station brightness. • If the problem is not resolved, contact your System Administrator.
White Screen with Lines	Display station screen is all white with horizontal lines	<ul style="list-style-type: none"> • Turn the base OFF and then ON. • Check display station brightness. • If the problem is not resolved, contact your System Administrator.
Gray Screen with an 'X'	Display station screen is completely gray except for an 'X.'	<ul style="list-style-type: none"> • Turn the base OFF and then ON. • Check display station brightness. • If the problem is not resolved, contact your System Administrator.
Scrolling Screen	Display station screen is quickly moving through the system screen.	<ul style="list-style-type: none"> • Turn the base OFF and then ON. • Check display station brightness. • If the problem is not resolved, contact your System Administrator.
Reverse Video Screen	Display station screen appears as a negative of the CIS.	<ul style="list-style-type: none"> • Turn the base OFF and then ON. • Check display station brightness. • If the problem is not resolved, contact your System Administrator.
Flickering Screen	Display station screen flickers	<ul style="list-style-type: none"> • Check to see if power cord is securely attached to the power outlet and into the back of the display station. • Turn the base OFF and then ON. • Check display station brightness. • If the problem is not resolved, contact your System Administrator.

Table A-1. Hardware Troubleshooting - Continued

FAILURE	DESCRIPTION	DIAGNOSIS
KEYBOARD		
Slow Response	Long lag time between when the keys are pressed to when the function occurs.	<ul style="list-style-type: none"> • Check to see if keyboard is connected to base. • Check to see if cable from display station is attached. • Check to see if display station is booting up correctly. • Check green light next to network cable port illuminated on rear of x-terminal. • Check to see if network cable is attached to base. • If the problem is not resolved, contact your System Administrator.
No Response	The desired function does not occur when the keys are pressed.	<ul style="list-style-type: none"> • Check to see if keyboard is connected to base. • Check to see if cable from display station is attached. • Check to see if display station is booting up correctly. • Check green light next to network cable port illuminated. • Check to see if network cable is attached to base. • If the problem is not resolved, contact your System Administrator.
Sticking Keys	Keys are sticking when pressed.	Contact your System Administrator.
POINTING DEVICE		
Arrow does not appear	The pointing device's arrow is not visible on the screen even when moving the device.	<ul style="list-style-type: none"> • Turn the base OFF and then ON. • Check to see if pointing device is connected to base. • If the problem is not resolved, contact your System Administrator.

Table A-1. Hardware Troubleshooting - Continued

FAILURE	DESCRIPTION	DIAGNOSIS
Buttons on the device do not work	The desired function does not occur when pressing any of the buttons on the pointing device.	<ul style="list-style-type: none"> • Turn the base OFF and then ON. • Check to see if pointing device and keyboard are connected to base. • If the problem is not resolved, contact your System Administrator.
DATA ACQUISITION		
No Monitored Data	Patient data does not appear on the screen when “Read Monitor” soft function key is pressed.	<ul style="list-style-type: none"> • Turn the base OFF and then ON. • If the problem is not resolved, contact your System Administrator.
Bad Monitored Data	Patient data from the monitor is not correct or ‘good.’	<ul style="list-style-type: none"> • Turn the base OFF and then ON. • If the problem is not resolved, contact your System Administrator.
PRINTER		
Printer Failure	Reports do not print when schedule for manually requested.	<ul style="list-style-type: none"> • Turn printer ON. • Add Paper to paper tray. • Press the “online” menu button to reset printer. • Check for paper jam message. • Check for toner low message. • Check to see if power cable is attached. • If the problem is not resolved, contact your System Administrator.
Printer Quality	<ul style="list-style-type: none"> - Vertical Fades - Vertical Lines - Vertical Defects - Drop outs - Toner Smears - Improperly formed characters 	<ul style="list-style-type: none"> • Clean printer. • Check toner. • If the problem is not resolved, contact your System Administrator.

Table A-2. Order Entry Messages

Messages	Message Appears When User:	What to Do:
<div style="background-color: #000080; color: white; padding: 10px; border: 1px solid #000080;"> <p style="text-align: center;">Please Assign or Cancel your changes before editing a new order.</p> <p style="text-align: center;">Click on box or press enter to continue</p> </div>	Enters or edits an order, does not press Done or Assign, press new order key.	Assign or cancel current order in editor.
<div style="background-color: #000080; color: white; padding: 10px; border: 1px solid #000080;"> <p style="text-align: center;">Warning: dose (5) is less than configured minimum (125MG). Override this warning?</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> Override Cancel </div> </div>	Attempts to enter a medication dose less than the configured amount	Press cancel and correct dose or override warning.
<div style="background-color: #000080; color: white; padding: 10px; border: 1px solid #000080;"> <p style="text-align: center;">Warning: Dose (10) exceeds the configured maximum (5). Override this warning?</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> Override Cancel </div> </div>	Attempts to enter a medication dose more than the configured amt	Press cancel and enter correct dose or override warning.
<div style="background-color: #cccccc; padding: 10px; border: 1px solid #000080;"> <p style="text-align: center;">Priority: Field is required</p> </div>	Assigns an order, leaves a mandatory field blank.	Fill in the mandatory field.
<div style="background-color: #000080; color: white; padding: 10px; border: 1px solid #000080;"> <p style="text-align: center;">There is No Drug Weight Available For the Dose Calculation.</p> <p style="text-align: center;">Click on box or press enter to continue</p> </div>	Assign IV drug needing weight calculation and no weight is recorded. (example: Dopamine)	Proceed with entering order, then enter drug weight.

Table A-2. Order Entry Messages - Continued

Messages	Message Appears When User:	What to Do:
<p>Error: amount must be greater than zero.</p> <p>Click on box or press enter to continue</p>	Attempts to enter second IV drug without entering dose	Enter IV drug dose.
<p>Warning: Schedule not recognized by system: (x)</p> <p>Click on box or press enter to continue"</p>	Enters an order frequency not recognized by the system (Example: x)	Change schedule to one recognized medication or order, will be assigned under "other" category.
<p>(xxxx) is not a valid dose unit.</p> <p>Override Cancel</p>	When attempt to enter an invalid dose unit on Medication order	Enter appropriate and valid dose unit or override warning.
<p>Warning: Unit (x) do not match the configured units (y). Override this warning?</p> <p>Override Cancel</p>	Attempt to enter a dose unit that does not match the configured entry	Enter correct dose unit or override warning.

Table A-2. Order Entry Messages - Continued

Messages	Message Appears When User:	What to Do:
<p>Warning: xxx is NOT a recognized Medication name.</p> <p>Use it anyway?</p> <p>Override Cancel</p>	Attempts to enter a medication name that is not recognized by the system.	Enter correct medication name or override warning.
<p>Warning: this fluid name is not recognized by the system! No nutritional information will be available for this fluid!</p> <p>Click on box or press enter to continue</p>	Assigns an IV fluid that is not listed in the system.	Assign correct fluid or have system admin. add fluid to system.
<p>Please use DC function, because this order has no expiration time.</p> <p>Click on box or press enter to continue</p>	Renews an order with no internal expiration time.	DC order and re-enter as appropriate.
<p>Do you wish to save your changes?</p> <p>Y N</p>	Leaves screen without saving changes	Press “Y” and save changes by storing ID code at dialog box or “N” to not save changes.

Table A-2. Order Entry Messages - Continued

Messages	Message Appears When User:	What to Do:
<p>Can't remove a locked order.</p> <p>Click on box or press enter to continue</p>	Attempts to remove a locked order.	Use DC function instead of remove.
<p>Do you wish to DC the original order?</p> <p>Y N</p>	Chooses Copy Order and chooses to DC original order or not.	Press "Y" to copy DC original order or "N" to copy and leave both as active orders.
<p>Please assign/remove patients standard order set.</p> <p>Click on box or press enter to continue</p>	Pulls up standard order set, does not assign all the orders, move to another orders view.	Assign or remove standard orders.
<p>Warning: 1 order failed the consistency check and could not be stored.</p> <p>Click on box or press enter to continue</p>	Store an order with a problem, and the internal check prevents order from being stored.	Check order to see if all information is entered correctly.

Table A-2. Order Entry Messages - Continued

Messages	Message Appears When User:	What to Do:
<div style="background-color: #000080; color: white; padding: 10px; border: 1px solid #000080;"> <p style="text-align: center;">This is a signed order.</p> <p style="text-align: center;">Click on box or press enter to continue</p> </div>	Attempts to manipulate a signed order	Cannot remove or edit a signed order. Must use the DC function to change the order.
<div style="background-color: #000080; color: white; padding: 10px; border: 1px solid #000080;"> <p style="text-align: center;">This is a cosigned order.</p> <p style="text-align: center;">Click on box or press enter to continue</p> </div>	Attempts to manipulate a signed order.	Cannot remove or edit a cosigned order. Must use the DC function to change the order.
<div style="background-color: #000080; color: white; padding: 10px; border: 1px solid #000080;"> <p style="text-align: center;">Warning: Do not use OMS Orders on this patient for the action you are trying to execute. Use Old Orders or Order Transcription.</p> <p style="text-align: center;">Click on box or press enter to continue</p> </div>	Attempts to use Order Entry function on a patient in a unit that does not have Order Entry permission	Use only old orders or order transcription for this patient.

Table A-2. Order Entry Messages - Continued

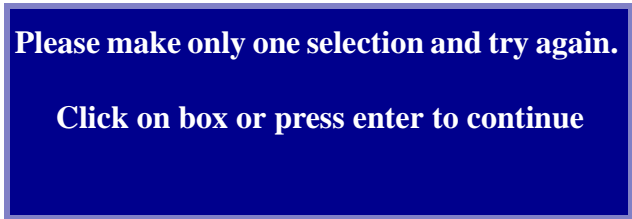
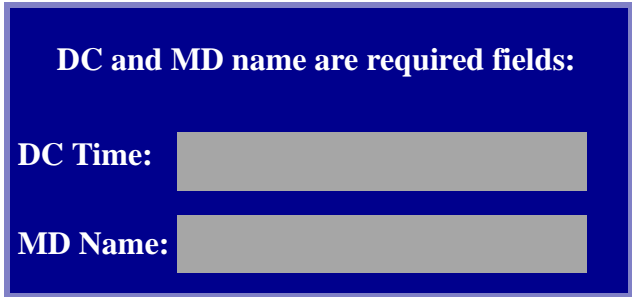
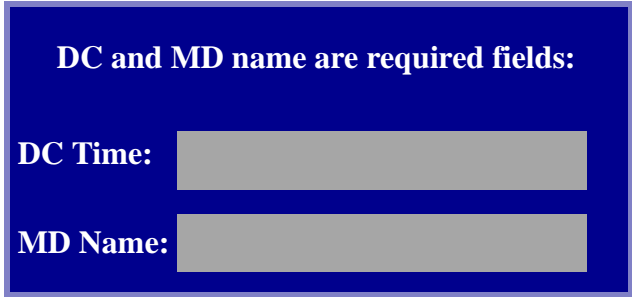
Messages	Message Appears When User:	What to Do:
	<p>Selects multiple orders and attempts to perform a single order choice function (Example: chooses multiple orders, presses remove orders on some that are signed. The remaining orders remain chosen, now press renew)</p>	<p>Select a single order and proceed with desired function.</p>
	<p>Attempts to DC without an MD name or DC time</p>	<p>Enter DC Time and MD name.</p>
	<p>Attempt to renew order without entering time or MD name.</p>	<p>Enter DC Time and MD name.</p>

Table A-2. Order Entry Messages - Continued

Messages	Message Appears When User:	What to Do:
<p>There is at least one required field missing.</p> <p>Click on box or press enter to continue</p>	In standard order view, when Assign All is pressed, and some order fields are missing information	Enter the missing fields and assign order.
<p>The order name is not defined by the system.</p> <p>Click on box or press enter to continue</p>	Attempts to assign an order (Example: medication) that is not recognized by the system	Choose an order name listed in the system or contact your system admin.
<p>This is a removed order.</p> <p>Click on box or press enter to continue</p>	Attempts to manipulate a removed order (other than Restore function)	Cannot manipulate a removed order (other than to use restore function).
<p>Tester Order(s) Sent to Printer</p> <p>Click on box or press enter to continue</p>	When Autoprint is ON and user manipulates an order.	Click on box or press enter to continue.

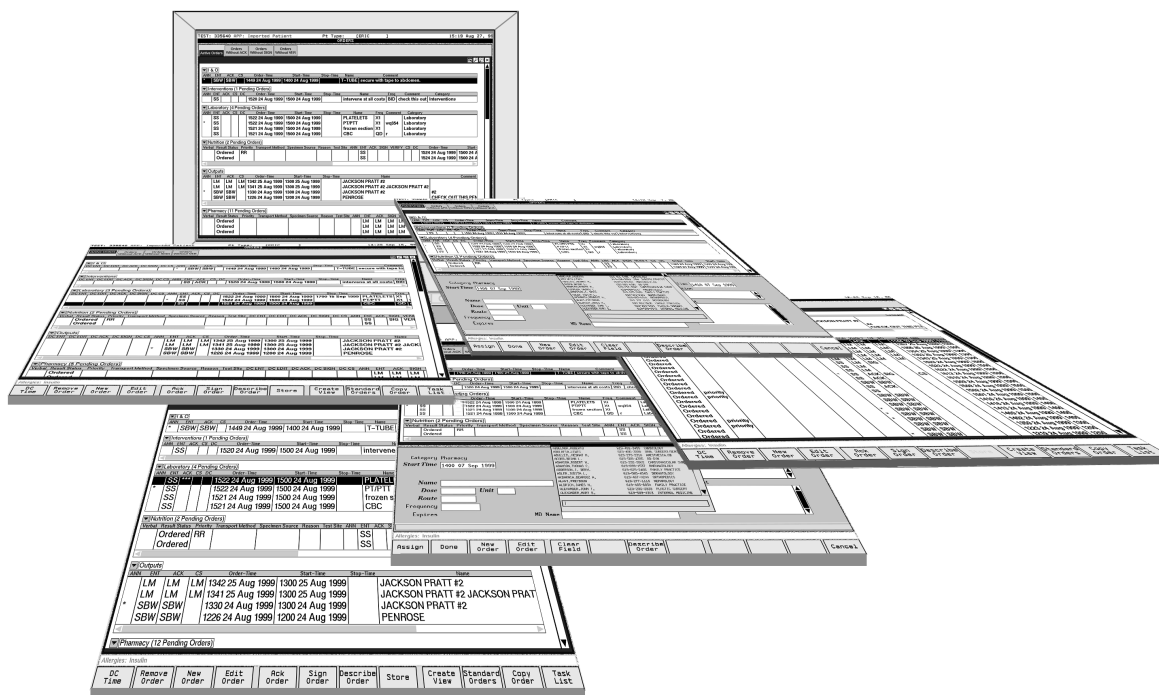
- User Notes -

Beginning Order Entry

Appendix B

Glossary of Terms

The Glossary of Terms provides definitions and acronyms for the Order Entry product.



- User Notes -

Acknowledge (ACK)

Acknowledged by Clinician.

Allergy Note

Note configured to enter allergies in a specific format.

Annotation (ANN)

Note which can be put on an order and is not part of the order.

Applications

Different sections of the CIS chart.

Assign Order

Puts the order on a patient chart order screen.

Audit Trail

Complete list of every person and action performed on an order.

Autoprinting

A configuration option which allows printing on order entry, ACK, SIGN, DC, EDIT, etc.

Cancel

The act of deleting an order from the order entry. This would only apply to an unlocked order.

Care Plans

Detailed guide for patient care directed toward reaching realistic goals.

Choice Lists

List of items which come up when you enter a field and allow the user to pick a choice.

Chart Check

Function which allows checking of orders entered in a configured period of time.

Colloid

An intravenous fluid with suspended particles of starch or protein such as Hespan or Plasmanate.

Columns

Configurable, vertical rows used to display order parts.

Configurable

Can be changed as desired.

Configuration

Can be changed as desired.

Copy Order

The act of copying an existing order.

Cosign

An attending Physician accepts an order.

Crystalloid

An intravenous fluid made from crystallizable substances that, in suspension, can diffuse through a cell membrane.

Example: D5W or NS

Cursor

Mark on screen where focus is located.

CS

Co-Signed by attending physician.

Custom View Screen

Screen allows you to sort by certain characteristics of orders and create a display.

DC Permissions

Permissions that approve the discontinuing of an order.

DC Time

The function that allows Discontinuing order (stop time) and changing the DC time.

Describe Item/Order

Window that contains complete audit trail and order history.

Discontinue (D/C)

The act of stopping an active order.

Edit

The act of changing any field in an order until the order is locked (except for the Order Time Field).

Edit Order

Allows the user to bring up the order editor to change part of the order.

Enforced Choice List

Choice lists that the user can only pick off the list.

Entry (ENT)

Order Entry Permission

Enter

The act of creating an order in the order entry system

First Data Bank

Third party software that contains pharmacy information and decision support.

Flowsheets

Spreadsheet type of application that displays entered data over time. e.g. vital signs, intake and output, medications.

Frequency

Part of the order which describes how often it should be carried out.

Headers

Titles of the columns on the order entry screen.

I & O

Intake and Output.

IV

Intravenous.

Kardex

A record that keeps a summary of meds treatments, and labs ordered on the patient. It also may have demographic data.

Locked Order

An order that has been delivered, signed, Acknowledged (i.e. cannot be removed or edited).

Mandatory Fields

Fields which have to be filled in for the order to be stored.

MAR

Medication Administration Record.

MD

Medical Doctor.

Order Category

Classification of orders configurable by facility.

Order Comment

Statement clarifying the order or qualifying the order. It is part of the actual order.

Order Editor

Screen that displays when the user edits an order.

Order Entry

Entering an order in the system.

Order Entry Screen

Screen displaying order information.

Order Fields

Fields in the order editor or new order screen.

Order Frequency

Prescribed frequency of an order.

Orders Printing

Printing of orders.

Order Priority

Configurable choicelist of priorities that a facility gives to an order.

Orders State

Choice on custom view which allows the user to choose the sort of orders by state e.g. Active, DC'd

Order Subcategory

Subdivision of categories.

Order Time

Time the order was created.

Order View Tabs

Tabs which show various sorting (s) of orders available.

Password Dialog Box

Allows the user to enter User ID Code and Password.

Patient Control Screen

List of patients in unit.

Pending Orders

Orders awaiting clinician acknowledgement.

Permission

The order authorization of a user and performed upon the entering of the User ID code and Password when storing an order.

Remove Orders

Delete Order.

Restore Orders

Edit only Stop Time - continuing the order.

RN

Registered Nurse.

Scrollbars

Bars which allow scrolling horizontally or vertically when information is too large for screen.

Sign

Sign Permission. (MD permission)

Simple Duplicate Warning

Configurable warning used to alert the user of a duplicate order.

Soft Keys

F1 through F12 keys on a keyboard.

Standard Orders

Sets of Orders configured by each facility.

Start Time

Time the order will begin in the system.

Stop Time

Time the order will end or DC.

Store

Saving entered information into the CIS.

Task List

A list of activities that need to be archived during nurses shift which may include treatments, medications, scheduled tests or labs.

Treatment Flowsheet

Record of treatments

Unenforced Choice List

Choice list that allows the user to enter a choice not on the list (free text).

Unlocked Order

Order that is neither signed nor acknowledged.

Verify

A pharmacist acceptance of an order with intent to dispense

Views

Grouping of orders.

Warning Message Boxes

Message boxes which appear to inform the user of a action needs to be taken.

Zoom Font

Soft key to enlarge or shrink the font.

- User Notes -

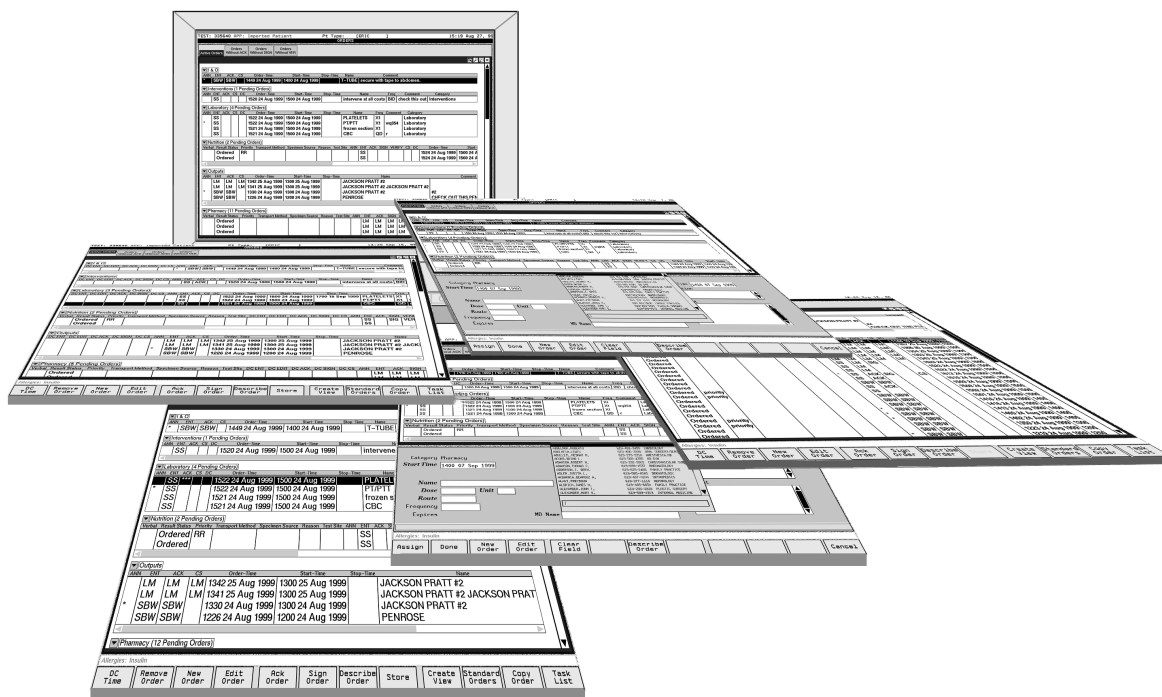
Beginning Order Entry

Appendix C

A Quick Tour of Order Entry Drug Screening Interface

This hands on introduction to Order Entry (OE) drug screening provides an overview of some key features of the new Drug Screening Interface.

For more step-by-step instructions on how to use the functions introduced, refer to the following section.



About FDB Screening

For FDB screening to occur, the system requires gender, DOB, and allergy information to be entered.

Table C- 1. FDB Screening

FDB Screening	Definition
Simple Duplicate Excluded Order Types	There are six (6) types of order types. The order types are as follows: Input, Output, Meds, IV Drugs, Treatments, Other

Table C- 2. Default Settings for FDB Screening


Term	Definition	Will FDB screen this?
Onset	Indicates the time frame of clinical effects for interaction expected to appear.	
Rapid	Clinical manifestations of an interaction occur within 24 hours of the first administration of the potentially interacting combination; generally rapid onset interactions require immediate action to prevent harm.	Yes
Delayed	Clinical manifestations of an interaction occur only after one or more days of administration: delayed onset interactions may be as severe as rapid onset interactions, but the clinician usually has more time to consider therapeutic options.	Yes
Severity	Indicates relative medical risk associated with the interactions.	Can be configured per facility
Major	Indicates the interaction may be life-threatening or cause permanent damage. For example: the interaction between a Monoamine Oxidase Inhibitor and a Sympathomimetic Amine is rated major because the outcome could be death or end-organ damage due hypertensive crisis.	Yes
Moderate	The patient's condition may deteriorate due to the interaction, requiring additional care or extended hospitalization. For example, the interaction of Warfarin with Carbamazepine is rated moderate because of dosing adjustment may be necessary to prevent bleeding.	Yes

Table C- 2. Default Settings for FDB Screening - Continued

Minor	Indicates an interaction which may be bothersome but otherwise not medically detrimental to the patient. For Example, interactions that cause drowsiness are rated minor.	No
None	The interaction may produce changes in serum concentrations, but has not demonstrated adverse clinical effect. For the interaction of Procainamide with Beta-Adrenergic Blockers, an initial published report showed pharmacokinetic changes but no change in therapeutic effect.	No
Documentation	Indicates the quality and quantity of the clinical and scientific literature supporting the occurrence of a detrimental interaction	
Established	The interaction has been proven to occur in well-controlled human studies in which altered pharmacodynamic effects have been demonstrated or pharmacokinetic changes have been reported with supporting clinical observations indicating occurrence of adverse effects.	Yes
Probable	Pharmacokinetic changes have been documented and are of sufficient magnitude to alter therapeutic response, but well-controlled human studies showing altered clinical effects are not available. Well designed animal studies and numerous case reports or uncontrolled studies in humans may support the interaction.	Yes
Suspected	Pharmacokinetic changes have been documented in well controlled studies, but the relationship between plasma concentrations and pharmacodynamic effect has been confirmed. Adverse events reported in multiple cases or uncontrolled studies also may be given this level of documentation.	Yes
Possible	Pharmacokinetic or pharmacodynamic data, or single case reports suggest a possible interaction, but the quality or quantity of information does not support the likelihood that an adverse event may occur in others.	No
Doubtful/ Unknown	The clinical documentation is of poor quality or controlled studies refute case reports of an interaction; possible pharmacokinetic changes have been reported, but the effect of such changes is clinically insignificant.	No

Table C- 3. Configuration Settings

Configuration
<p>CliniComp default settings are to screen for Major/Moderate and to screen for a Established/Probable/Suspected documentation issues.</p> <p>The system is set to display for Food-Drug interactions as listed by FDB and alcohol-drug interaction screenings It automatically screens all new drugs for interactions with foods and with alcohol ingested as beverages. The system will automatically screen or alcohol-drug interactions when alcohol is a component of a pharmacologic preparation, regardless of the above setting.</p>

 **Note:** *When a potential therapeutic duplication is detected, a warning message identifies names of potentially duplicate agents and their therapeutic class.*

Drug Screening Process

The drug screening windows will appear when the “Store” soft key is pressed and password is entered only if there is a warning message or alert. Press the appropriate screening soft keys to maneuver through the screens and windows. The drug screening pop-up windows will display the following information:

- Screening Results (Default View)
- Simple Duplicate Check Description
- First DataBank Screening Description

The screenshot displays the 'Drug Screening' window with three tabs: 'Simple Duplicate Check Description', 'First Data Bank Screening Description', and 'Screening Results'. The 'Simple Duplicate Check Description' tab is active, showing a warning: 'Simple duplicate checking (1 warning)' with the message 'Duplicate order - ACETAMINOPHEN'. Below this, there are sections for 'Drug to drug interactions (1 warning)' and 'Drug allergy reactions (0 warnings)'. The 'Drug to drug interactions' section shows a warning for 'ACETAMINOPHEN Rx: -2 with Alcohol Rx: (On 12/23/1999)' with details on onset, severity, and documentation. The 'Drug allergy reactions' section shows 'No warnings found'. The 'Duplicate therapy (1 warning)' section shows a warning that 'ACETAMINOPHEN and ACETAMINOPHEN are the same generic entity and may represent duplicate therapy.' At the bottom, there is a section for 'Drugs which were not included in the screening process (1 drug)' with a table listing 'MED', 'ACTIVE', and 'CHLORPROMAZINE HCL'. A large 'Results' callout is overlaid on the right side of the screen. The bottom of the window features a row of soft keys: 'D-D Warnings', 'D-D Text', 'D-A Warnings', 'D-A Text', 'D-T Warnings', 'D-T Text', 'OK to Store', 'Simple', 'FDB', 'Results', 'Print', and 'Cancel Store'.

Type	State	Name
MED	ACTIVE	CHLORPROMAZINE HCL

Figure C-1 Screening Results

Drug Screening

Simple Duplicate Check Description
First Data Bank Screening Description
Screening Results

Description

The screening process is invoked when the user presses the OE 'Store' Button.

Screening Step 1 Simple Duplicate Check

- 1) Read Configuration.
- 2) The configuration specifies the Excluded types for the screening process.
- 3) The 3-letter type identifiers list which types of orders are NOT considered in the Simple Duplicate Check.
- 4) Compare the 'name' field of all Active Orders and all New Orders.
- 5) Generate warning for duplicated names.

Note that this is not restricted to just Meds & IV drugs, unlike the First Databank screening described below.

The simple Duplicate Check outputs the list of orders that had an identical name to any other New or Active order.

Definitions:

New order: an order which has not yet been stored or for which a permission has not yet been stored, e.g. a newly signed previously stored order is a New order in this document.

Active order: An order such that:

- (a) it is not New and
- (b) its DC time is either not set or greater than or equal to current time.

DC-ed order: An order whose DC time is set to a value less than current time.

Unscreened Drugs: drugs that were "rejected" by the FDB screening middleware and were therefore not accounted for when screening. An example might be an experimental drug, which was added to FORMFF but does not contain the requisite FDB identifiers (GPI, KDC, and DDID).

Excluded Types

TRT
INP

Existing Orders

Type	State	Name
INP	ACTIVE	PLASMANATE
INP	ACTIVE	PLASMANATE
INP	ACTIVE	GSin aq+ 20meq KCL
OUT	ACTIVE	Chest Tube #2
OUT	ACTIVE	Chest Tube #1
TRT	ACTIVE	Void Prior to Sending
TRT	ACTIVE	Consent
TRT	ACTIVE	NPO Except Meds
TRT	ACTIVE	Prep Groins
TRT	ACTIVE	Take Vital Signs
TRT	ACTIVE	Do Activity
TRT	ACTIVE	Check Allergies
OTH	ACTIVE	TPR/BP
OTH	ACTIVE	TPR/BP
MED	ACTIVE	PENICILLIN G PROCAINE
MED	ACTIVE	ACETAMINOPHEN
MED	NEW	ACETAMINOPHEN

New Orders

Type	State	Name
MED	NEW	ACETAMINOPHEN

Simple

D-D Warnings

D-D Text

D-A Warnings

D-A Text

D-T Warnings

D-T Text

OK to Store

Simple

FDB

Results

Print

Cancel Store

Figure C-2 Simple Duplicate Check Description

Drug Screening

Simple Duplicate Check Description First Data Bank Screening Description Screening Results

Disclaimer

DISCLAIMER NOTICE

The clinical information contained in the Medi-Span DUR modules is intended to supplement the knowledge of physicians, pharmacists and other health care professionals regarding drug therapy problems and patient counseling information. This information is advisory only and is not intended to replace sound clinical judgement in the delivery of health care services. Users are advised to review the definitions, functionality and limitations of each DUR module in the appropriate user's guide. Medi-Span, Inc. disclaims all warranties, whether expressed or implied, including any warranty as to the quality, accuracy, or suitability of this information for any particular purpose.

Library Version: 4.11

Drug Table Issued: 11/1/1999

The Medi-Span DUR Database Issued: 11/1/1999, Expires: 2/1/2000

Description

The various DUR screening functions performed by this system are:

- 1) Drug Interaction
- 2) Duplicate Therapy
- 3) Prior Adverse Reactions:

1) Drug Interaction

The Drug Therapy Monitoring System warns of potentially interaction drug combinations and assists in assessing the risk of administering the prescribed drugs concurrently. Warning messages identify the possible clinical effect of the interaction, and full-text monographs discuss the mechanism, management and clinical aspects of the potential interaction. Monographs also include comprehensive lists of primary literature references.

Drug Interaction Screening Parameters:

Minimum Onset Code: Delayed
 Minimum Severity Code: Configurable per environment
 Minimum Documentation Code: Suspected
 Screen Food-Drug Interactions: Screen
 Screen Alcohol-Drug Interactions: Screen
 Minimum Documentation Code for Major Severity Hits: Use Minimum

Name: Eric's Patient

Sex: M

DOB: 02/06/64

Severity Level: MAJOR

First Data Bank Screening: On

Existing Orders

Type	State	Name	Date of Last Delivery (for DC on
MED	ACTIVE	PENICILLIN G PROCAINE	N/A
MED	ACTIVE	ACETAMINOPHEN	N/A

New Orders

Type	State	Name
MED	NEW	ACETAMINOPHEN

Allergies

Name	Onset Date	Symptoms
Penicillins	1/1/1970	SkinRashesHives

FDB

D-D Warnings

D-D Text

D-A Warnings

D-A Text

D-T Warnings

D-T Text

OK to Store

Simple

FDB

Results

Print

Cancel Store

Figure C-3 First DataBank Screening Description

Viewing The Drug Screening Window

The following is a basic description of Drug Screening. The procedures will take you through step-by-step in order to view the Drug Screening Interface and its information.

How to View Screening Results

When entering or editing an order if a warning exists, the drug screening window will appear and prompt you to store the data entered. To view the screening results, perform the following:

Note: *These screens and buttons have been configured for example purposes. Your facility could be configured differently. We are providing you with an example for a possible scenario.*

Step by Step

Additional Information

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Enter a new order. 2. Press the” Store” soft key. 3. Enter Permissions ID code and press Enter when warnings exist. | <p>Refer to Module 1 for How to Enter an Order.</p> <p>You may use the mouse cursor or function keys to select the Store soft key.</p> <p>The Drug screening Interface will appear with drug screening results.</p> |
|---|---|

The screenshot displays the 'Drug Screening' window with three tabs: 'Simple Duplicate Check Description', 'First Data Bank Screening Description', and 'Screening Results'. The 'Screening Results' tab is active, showing several sections of warnings and drug information.

Simple duplicate checking (1 warning)

Duplicate order - ACETAMINOPHEN

F1 - Warnings F2 - Text Drug to drug interactions (1 warning)

ACETAMINOPHEN Rx: -2 with Alcohol Rx: (On 12/23/1999)
Onset: Delayed Severity: Moderate Documentation: Suspected
The risk of ACETAMINOPHEN-induced hepatotoxicity may be increased by chronic intake of Alcohol.

F3 - Warnings F4 - Text Drug allergy reactions (0 warnings)

No warnings found

F5 - Warnings F6 - Text Duplicate therapy (1 warning)

ACETAMINOPHEN and ACETAMINOPHEN are the same generic entity and may represent duplicate therapy.

Drugs which were not included in the screening process (1 drug)

Type	State	Name
MED	ACTIVE	CHLORPROMAZINE HCL

Figure C-4 Viewing Screening Results

Screening Result Features

Table C- 4. Screening Results (Simple Duplicate Checking)

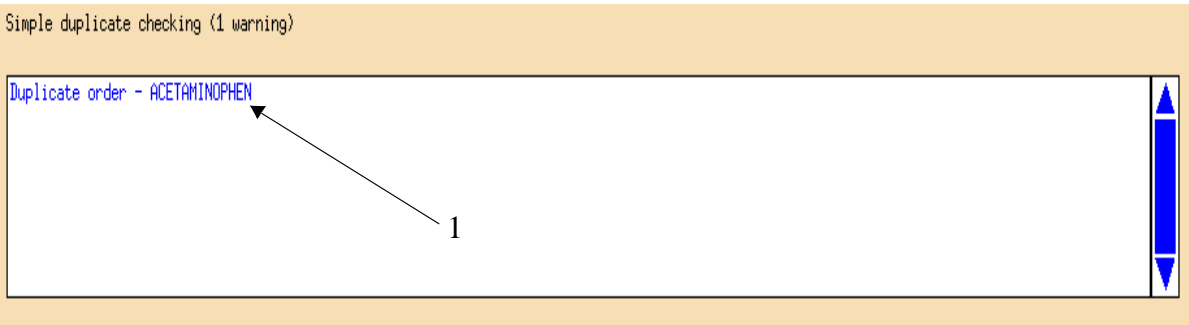
	
Feature	Description
1	Provides Warnings of any duplicate orders in CIS except those in the excluded order type.

Table C- 5. Screening Results (Drug Allergy Reactions)

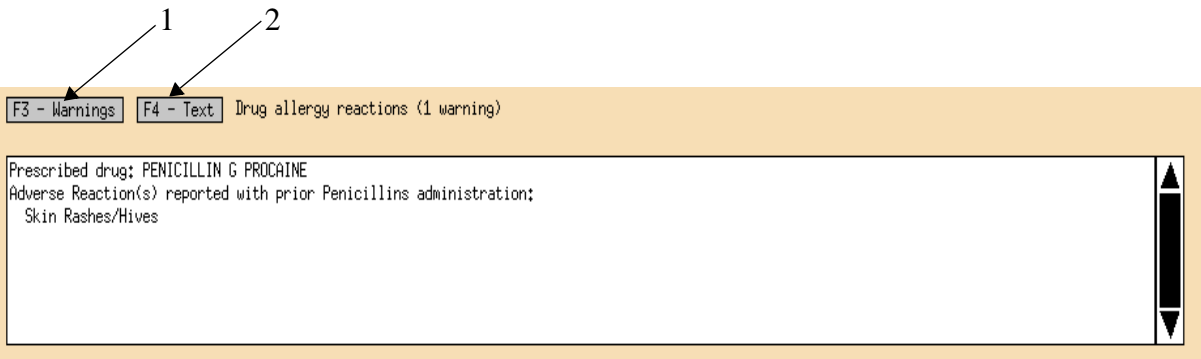
	
Feature	Description
1	Provides information on drug-allergy reactions.
2	Actual Text provided by First DataBank about the interaction of the drug.

Table C- 6. Screening Results (Drug to Drug Interactions)

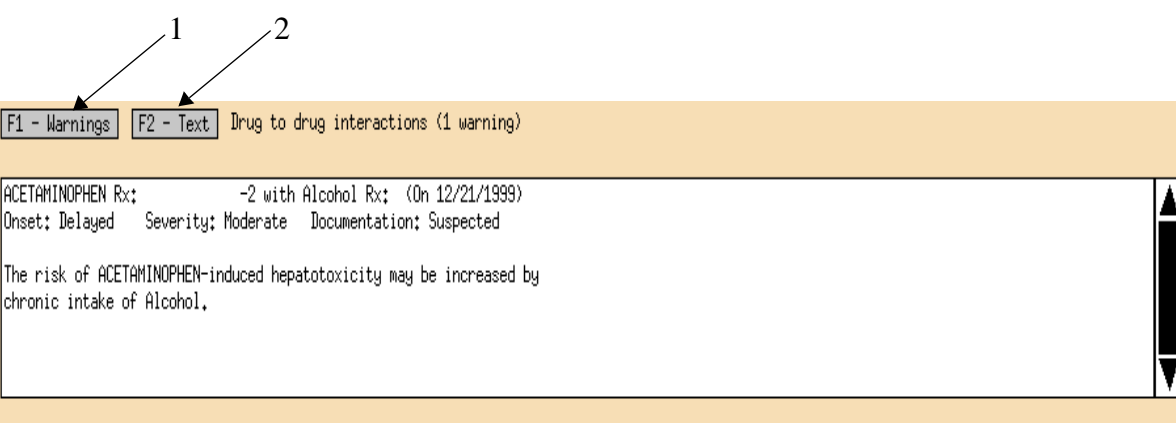
	
Feature	Description
1	Provides Warnings on drug interactions found between ordered medications on the given patient.
2	Actual Text provided by First DataBank about the interaction of the drug.

Table C- 7. Screening Results (Duplicate Therapy)

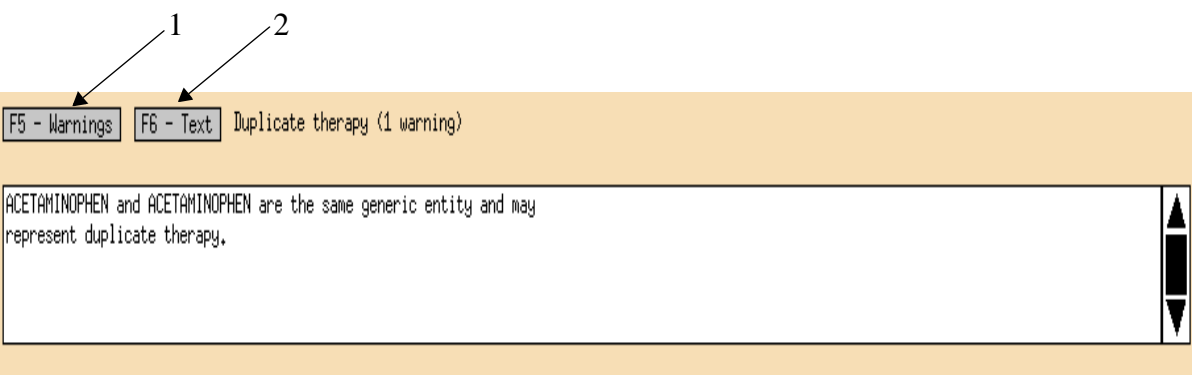
	
Feature	Description
1	Provides First DataBank duplicate drug warnings.
2	Actual Text provided by First DataBank about the possible duplicate therapy.

Table C- 8. Screening Results (Drugs Not Included)

Drugs which were not included in the screening process (1 drug)

Type	State	Name
MED	ACTIVE	CHLORPROMAZINE HCL

Feature	Description
1	A drug won't be screened if it is rejected by First DataBank. Rejected means it has missing or incorrect identifying codes.

Simple Duplicate Check Description Features

Table C- 9. Simple Duplicate Check Description (Description)

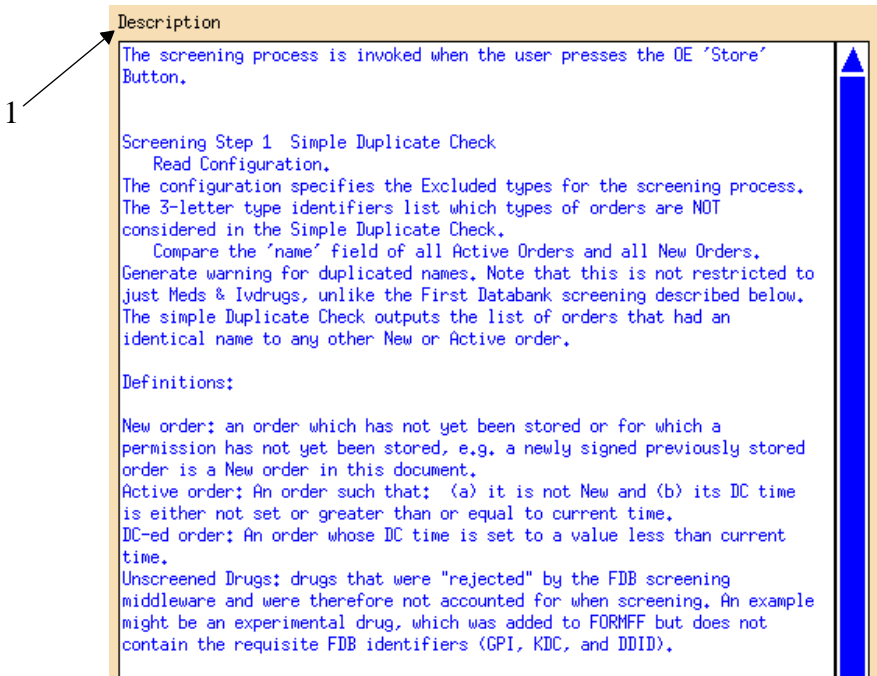
 <p>The screening process is invoked when the user presses the OE 'Store' Button.</p> <p>Screening Step 1 Simple Duplicate Check</p> <p>Read Configuration.</p> <p>The configuration specifies the Excluded types for the screening process. The 3-letter type identifiers list which types of orders are NOT considered in the Simple Duplicate Check.</p> <p>Compare the 'name' field of all Active Orders and all New Orders.</p> <p>Generate warning for duplicated names. Note that this is not restricted to just Meds & Ivdrugs, unlike the First Databank screening described below. The simple Duplicate Check outputs the list of orders that had an identical name to any other New or Active order.</p> <p>Definitions:</p> <p>New order: an order which has not yet been stored or for which a permission has not yet been stored, e.g. a newly signed previously stored order is a New order in this document.</p> <p>Active order: An order such that: (a) it is not New and (b) its DC time is either not set or greater than or equal to current time.</p> <p>DC-ed order: An order whose DC time is set to a value less than current time.</p> <p>Unscreened Drugs: drugs that were "rejected" by the FDB screening middleware and were therefore not accounted for when screening. An example might be an experimental drug, which was added to FORMFF but does not contain the requisite FDB identifiers (GPI, KDC, and DDID).</p>	
Feature	Description
1	Provides information on simple duplicate checking.

Table C- 10. Simple Duplicate Check Description (Excluded Types)

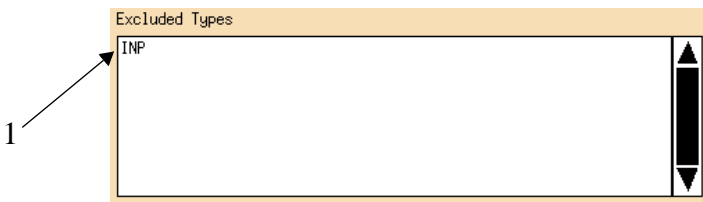
<p>Example: Excluded Types</p> 	
Feature	Description
1	User may configure given order types as “excluded” from duplicate checking These would be listed in this field.(INP means input orders)

Table C- 11. Simple Duplicate Check Description (Existing Orders)

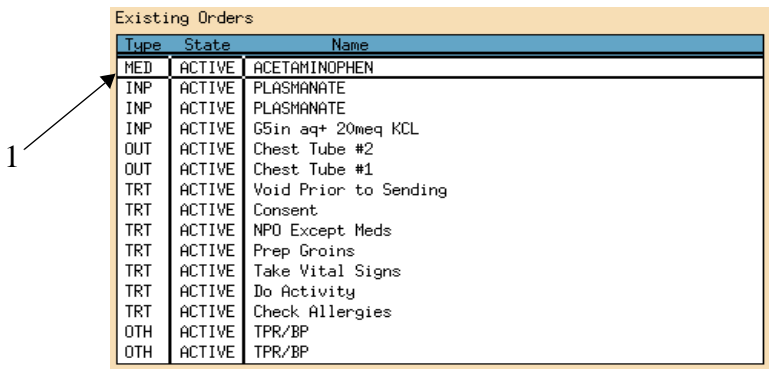
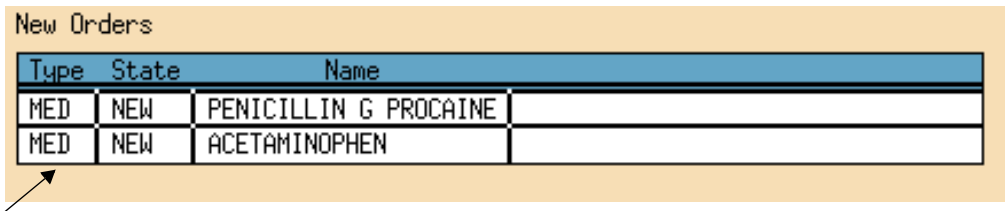
	
Feature	Description
1	Provides list of active orders.

Table C- 12. Simple Duplicate Check Description (New Orders)

	
Feature	Description
1	Provides list of new orders checked against previous list.

First DataBank Screening Description Features

Table C- 13. First DataBank Screening Description (Disclaimer Notice)

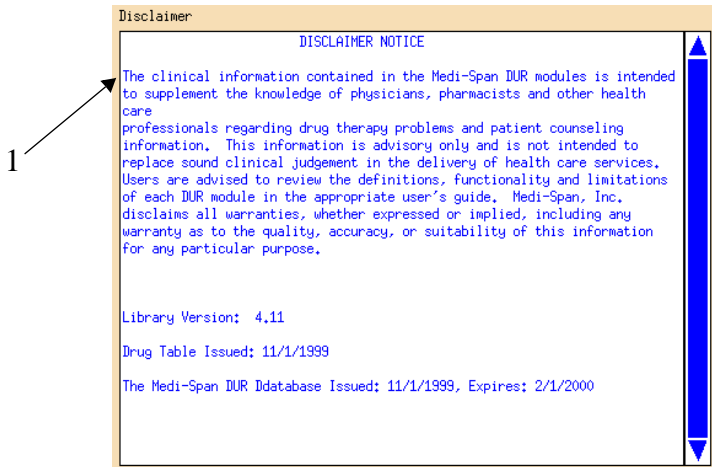
	
Feature	Description
1	Provides disclaimer notice from First DataBank.

Table C- 14. First DataBank Screening Description (Description)

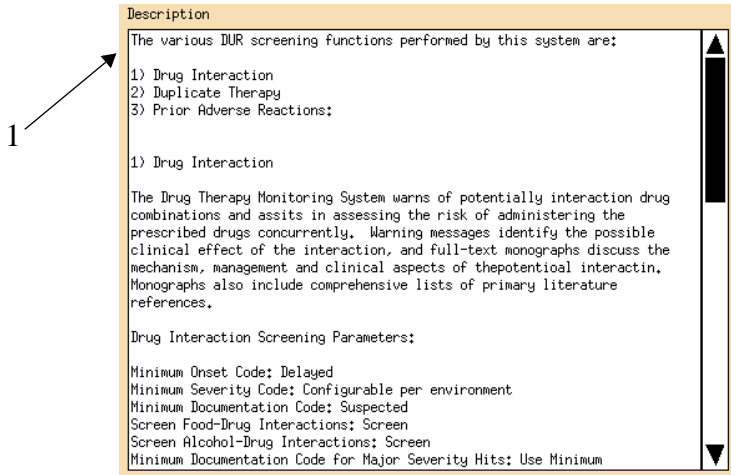
	
Feature	Description
1	Provides descriptions of warnings for drugs.

Table C- 15. First DataBank Screening Description (Patient Information)

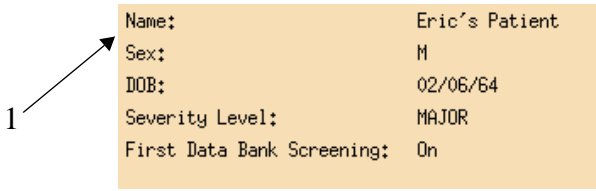
 <p>1</p>	
Feature	Description
1	Demographic data imported from admission data sheet with First DataBank information showing First DataBank status and severity screening. The screening will NOT take place the demographic information is not completed.

Table C- 16. First DataBank Screening Description (Existing Orders)

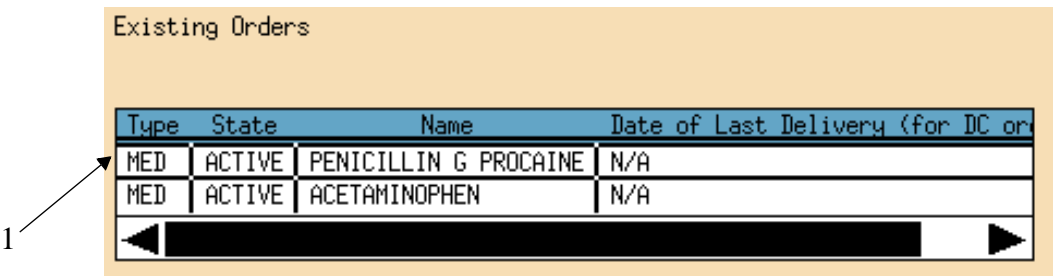
 <p>1</p>	
Feature	Description
1	Existing medication orders.

Table C- 17. First DataBank Screening Description (Existing Orders)

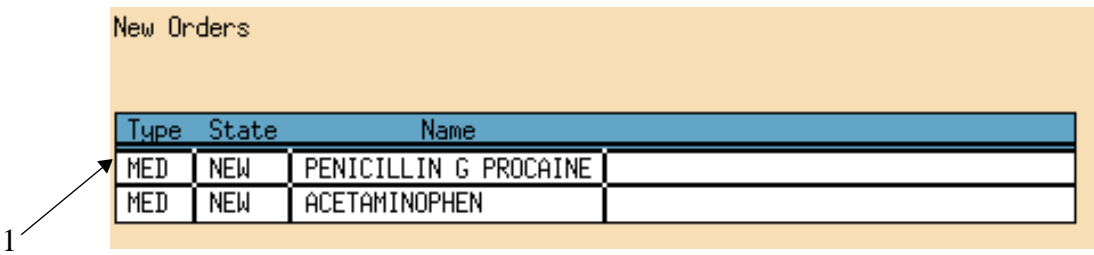
 <p>1</p>	
Feature	Description
1	Provides list of new orders checked against existing list.

Table C- 18. First DataBank Screening Description (Existing Orders)

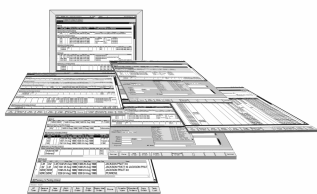
Allergies

Name	Onset Date	Symptoms
Penicillins	1/1/1970	SkinRashesHives

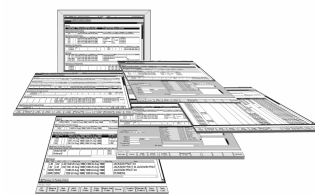
1

Feature	Description
1	Provides list of allergies and symptoms.

- User Notes -



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MAMC CIS Order Sets

Order Set Title	Primary POC	Users:															
		2S	2N	ICU-W	ICU-E	Cardiac Cath	PACU	OR	L&D	NICU	3S	Peds	5N	6S	6N	7S	7N
3S Baby Sepsis Work Up	3S								X		X						
3S Baby Standard Orders	3S								X		X						
3S GDMA Standard Orders	3S								X		X						
3S Hyperemesis	3S								X		X						
3S Hypothermia	3S								X		X						
3S Per-Eclampsia	3S								X		X						
3S Photo Therapy Orders	3S								X		X						
3S Preterm Labor	3S								X		X						
5N Admission	5N												X				
5N Admission Nsg Orders	5N												X				
5N Admission Telephone Orders	5N												X				
5N Drug & Alcohol Admission	5N												X				
5N Drug & Alcohol Admission Nsg Orders	5N												X				
5N Drug & Alcohol Admission Telephone Orders	5N												X				
6South/ACU Standard Orders	??			X	X									X			
6South/Obs Unit Standard Orders	??			X	X									X			
7-North Admit	7N													X			X
Acetaminophen Overdose Orders	ICU Service			X	X												
ACU Standard Orders	PACU						X										
Amnioinfusion Orders	L&D								X								
Anesthesia OB C/S Epidural Duramorph	Anesthesia Service								X		X						
Anesthesia OB Epidural Orders	Anesthesia Service								X		X						
Anesthesia OB Intrathecal Duramorph	Anesthesia Service								X		X						
Braden Scale Orders	Nursing Documentation Committee	X		X	X		X		X		X	X	X	X	X	X	X
Cardiac	Pediatrics			X	X							X					
Care Plan 124 Skin Integrity	Nursing Documentation Committee	X		X	X		X		X		X	X	X	X	X	X	X
Care Plan 45 Knowledge Deficit	Nursing Documentation Committee	X		X	X		X		X	X	X	X	X	X	X	X	X
Care Plan 9 Anxiety	Nursing Documentation Committee	X		X	X		X		X	X	X	X	X	X	X	X	X
Cellulitis	Pediatrics			X	X							X					
Chemo	Pediatrics			X	X							X					
Cisplatin Chemotherapy	Chemotherapy			X	X									X			
CIWA-Ar Protocol Orders	Critical Care CNS			X	X												
Cleft Palate/Lip Repair	Pediatrics			X	X							X					
Diabetes	Pediatrics			X	X							X					
Epidural/Intrathecal Opiate Orders-Medsurg	Anesthesia Service	X		X	X		X							X	X	X	X
Epidural/Intrathecal Opiate Orders-Peds	Pediatrics			X	X							X					
Falls Protocol	Nursing Documentation Committee	X		X	X				X		X	X	X	X	X	X	X
Fracture/Ortho	Pediatrics			X	X							X					
Gastroenteritis/Dehydration	Pediatrics			X	X							X					
General Pediatric Nursing Care	Pediatrics			X	X							X					
Groshong Protocol	??	X		X	X									X	X	X	X
GYN Post-Op Standard Orders	Gyn Service			X	X						X			X	X	X	X
ICN Nursing Admission Orders	NICU									X							
ICN Standard Admission Orders	NICU									X							
ICU Adult Admission	ICU Head Nurse			X	X												
ICU Restraint Protocol	Critical Care CNS	X		X	X												
ICU Standard Orders	ICU Head Nurse			X	X												
IM-COPD	Internal Medicine	X		X	X									X	X	X	X
IM-Generic Set	Internal Medicine	X		X	X									X	X	X	X
IM-Sliding Scale High Requirement	Internal Medicine	X		X	X									X	X	X	X
IM-Sliding Scale Low Requirement	Internal Medicine	X		X	X									X	X	X	X
IM-Sliding Scale Mod Requirement	Internal Medicine	X		X	X									X	X	X	X
Insulin GTT Protocol	ICU Head Nurse			X	X												
Interventional Radiology Orders	Interventional Radiology Service	X		X	X									X	X	X	X
L&D Amnioinfusion Orders	L&D								X		X						
L&D Cytotec Orders	L&D								X		X						

MAMC CIS Order Sets

Order Set Title	Primary POC	Users:															
		2S	2N	ICU-W	ICU-E	Cardiac Cath	PACU	OR	L&D	NICU	3S	Peds	5N	6S	6N	7S	7N
L&D Diabetes in Pregnancy	L&D								X		X						
L&D IUFD	L&D								X		X						
L&D IUGR/Discordant	L&D								X		X						
L&D IV Hydration	L&D								X		X						
L&D Obs D&C	L&D								X		X						
L&D Obs -Dysfunctional Labor	L&D								X		X						
L&D Obs R/O Preterm Labor	L&D								X		X						
L&D Obs-N/V of Pregnancy	L&D								X		X						
L&D Obs-R/o Preeclampsia	L&D								X		X						
L&D Obs-S/P MVA	L&D								X		X						
L&D Obs-Version	L&D								X		X						
L&D PCA	L&D								X		X						
L&D Pitocin Augment/Induce	L&D								X		X						
L&D PML-MGSO4 Orders	L&D								X		X						
L&D Postop C-Section	L&D								X		X						
L&D Pre-Admit/Perop	L&D								X		X						
L&D Preop C-Section	L&D								X		X						
L&D Respiratory Distress In Pregnancy	L&D								X		X						
L&D Routine Labor	L&D								X		X						
L&D Routine Postpartum	L&D								X		X						
L&D Terbutaline	L&D								X		X						
Mastectomy/Lumpectomy	??													X	X	X	X
New Adult Tube Feeding Orders	??	X		X	X				X		X			X	X	X	X
New TPN Orders	??	X		X	X				X		X			X	X	X	X
NICU Nursing Admission Orders	NICU Head Nurse									X							
NICU Standard Admission Orders	NICU									X							
NICU/ICN Bilirubin Orders	NICU									X							
NICU/ICN On-Going Orders	NICU									X							
NICU/ICN Sepsis Workup Orders	NICU									X							
NICU/ICN Vent/Oxygen Orders	NICU									X							
NIO Airborne Precautions	Infection Control Committee	X		X	X				X	X	X	X	X	X	X	X	X
NIO Alcohol Abuse	Nursing Documentation Committee	X		X	X				X		X		X	X	X	X	X
NIO Anxiety 7N	7N																X
NIO Braden Score	Nursing Documentation Committee	X		X	X				X		X		X	X	X	X	X
NIO CABG	Nursing Documentation Committee	X		X	X												
NIO Cardiac Catheterization	Nursing Documentation Committee	X		X	X												
NIO Comfort Measures	Nursing Documentation Committee	X		X	X				X		X	X	X	X	X	X	X
NIO Contact Precautions	Infection Control Committee	X		X	X				X	X	X	X	X	X	X	X	X
NIO Diabetic Ketoscidosis	Nursing Documentation Committee	X		X	X				X		X			X	X	X	X
NIO Droplet Precautions	Infection Control Committee	X		X	X				X	X	X	X	X	X	X	X	X
NIO DT Precautions	Nursing Documentation Committee	X		X	X				X		X		X	X	X	X	X
NIO Elimination Bowel 7N	7N																X
NIO Elimination Urinary 7N	7N																X
NIO Epidural Management	Nursing Documentation Committee	X		X	X		X		X		X			X	X	X	X
NIO Gastrointestinal Surgery	Nursing Documentation Committee	X		X	X									X	X	X	X
NIO Hemodialysis Pt/Peritoneal Dialysis	Nursing Documentation Committee	X		X	X									X	X	X	X
NIO Incentive Spirometry	Nursing Documentation Committee	X		X	X		X		X		X	X		X	X	X	X
NIO Mobility 7N	7N																X
NIO Neurovascular Checks 7N	7N																X
NIO NICU 136 Altered Growth Dev	NICU									X							
NIO NICU 137 Comfort	NICU									X							
NIO NICU 138 Infection	NICU									X							
NIO NICU 139 Alteration In Skin Integrity	NICU									X							
NIO NICU 16 Cardiac Status	NICU									X							
NIO NICU 31 Gas Exchange	NICU									X							
NIO NICU 4 Alteration in F/E/N	NICU									X							
NIO NICU 8 Altered Parenting	NICU									X							
NIO Patients in Shock	Nursing Documentation Committee	X		X	X									X	X	X	X
NIO Permanent Pacemaker	Nursing Documentation Committee	X		X	X												

MAMC CIS Order Sets

Order Set Title	Primary POC	Users:															
		2S	2N	ICU-W	ICU-E	Cardiac Cath	PACU	OR	L&D	NICU	3S	Peds	5N	6S	6N	7S	7N
NIO Post Angiography Care	Nursing Documentation Committee	X		X	X									X	X	X	X
NIO Pt Undergoing Adult Cardiac Surgery	Nursing Documentation Committee	X		X	X		X							X	X	X	X
NIO Pt Undergoing General Surgery	Nursing Documentation Committee	X		X	X		X					X		X	X	X	X
NIO Pt Undergoing Vascular Surgery	Nursing Documentation Committee	X		X	X		X							X	X	X	X
NIO Pt w/Multi-System Organ Failure	Nursing Documentation Committee	X		X	X							X		X	X	X	X
NIO Pt w/Neurological Dysfunction	Nursing Documentation Committee	X		X	X							X		X	X	X	X
NIO Pt w/Neurological Dysfunction Requiring Surgical Intervention	Nursing Documentation Committee	X		X	X		X							X	X	X	X
NIO Pt w/Respiratory Compromise	Nursing Documentation Committee	X		X	X				X		X	X		X	X	X	X
NIO S/P Thorocotomy/Pneumothorax w/CT's	Nursing Documentation Committee	X		X	X		X							X	X	X	X
NIO Skin Integrity 7N	7N																X
NIO Standard Precautions	Infection Control Committee	X		X	X				X	X	X	X	X	X	X	X	X
Obstetrical Neuraxial Opiate Orders	Anesthesia Service								X		X						
Obstetrical Neuraxial Opiate Orders (Duramorph)	Anesthesia Service								X		X						
Open Heart Transfer Orders To 2S	2S	X		X	X	X	X							X	X	X	X
Ortho Post-Op Orders	Orthopedic Service			X	X		X							X	X	X	X
Orthognathics	Oral Surgery			X	X		X							X	X	X	X
PCA Orders (Revised)	??	X		X	X		X							X	X	X	X
Peds TPN Orders	Pediatrics			X	X							X					
Phototherapy	Pediatrics			X	X							X					
PICC Line Protocol	??	X		X	X				X		X			X	X	X	X
Port-A-Cath Protocol	??	X		X	X				X		X			X	X	X	X
Post Cath	2S	X		X	X	X	X							X	X	X	X
Post PTCA	2S	X		X	X	X	X							X	X	X	X
Post-Op Open Heart	CT Surgeon	X		X	X	X	X							X	X	X	X
Pre-Cardiac/Pre-PTCA Orders	2S	X		X	X	X	X							X	X	X	X
Pre-Op Open Heart Surgery 2S	2S	X		X	X	X	X							X	X	X	X
Pyelo/UTI	Pediatrics			X	X							X					
R/O MI	2S	X		X	X	X	X							X	X	X	X
Respiratory Illness Nursing Care	Pediatrics			X	X							X					
Restraint Standard Orders	Nursing Documentation Committee								X								
Seizure/Head Injury	Pediatrics			X	X							X					
Sepsis/Meningitis Nursing Care	Pediatrics			X	X							X					
Std Order Admin	Pediatrics			X	X							X					
Supplemental Ortho Orders	Orthopedic Service			X	X		X							X	X	X	X
Surgical	Pediatrics			X	X							X					
Transfer to 2S	2S	X		X	X	X	X							X	X	X	X
Transfusion/Blood Products Orders	Nursing Documentation Committee	X		X	X		X	X	X	X	X	X		X	X	X	X

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